

HARLAN COMMUNITY ACADEMY CAREER SERVICE

Early Dismissal / Late Arrival Permission Slip

Name: _____

Today's Date: _____

Date of Service: _____

(Check One, or Both if Applicable)

____ Late Arrival Time _____

____ Early Departure Time _____

Reason:

Note: Board of Education rules and regulation state: If an employee is --- present more than 1/4 or less than 3/4th of the day, he/she is considered as having worked one-half day.

Approved:

Principal of Designee

Signature of Employee

DO NOT WRITE BELOW THIS LINE

Arrive: 7:00 a.m. - 8:45 a.m.

Estimated Arrival _____

Depart: 12:45 p.m. - 2:30 p.m.

Estimated Departure: _____

Arrive: 7:15 a.m. - 9:00 a.m.

Estimated Arrival _____

Depart: 1:00 p.m. - 2:45 p.m.

Estimated Departure: _____

Arrive: 7:30 a.m. - 9:15 a.m.

Estimated Arrival _____

Depart: 1:15 p.m. - 3:00 p.m.

Estimated Departure: _____

Arrive: 7:45 a.m. - 9:30 a.m.

Estimated Arrival _____

Depart: 1:30 p.m. - 3:15 p.m.

Estimated Departure: _____

Arrive: 8:00 a.m. - 9:45a.m.

Estimated Arrival _____

Depart: 1:45 p.m. - 3:30 p.m.

Estimated Departure: _____

Arrive: 8:30 a.m. - 10:15 a.m.

Estimated Arrival _____

Depart: 2:15 p.m. - 4:00 p.m.

Estimated Departure: _____

Arrive: 8:45a.m. - 10:30 a.m.

Estimated Arrival _____

Depart: 2:30 p.m. - 4:15 p.m.

Estimated Departure: _____

Arrive: 9:00 a.m. - 10:45 a.m.

Estimated Arrival _____

Depart: 2:45 p.m. - 4:30 p.m.

Estimated Departure: _____

You are allowed 1.75 hour (1 hour 45 minutes) to arrive late or depart early.
You must work 5.25 (5 hours and 15 minutes) to be paid for the whole day.