

 <b>Tucson, Arizona</b>  <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: Employee Early Release
	POLICY CODE: GDDA

On those days prior to a scheduled holiday, supervisors of benefit eligible Non-Exempt employees may release those employees up to forty-five minutes early. Qualifying employees are required to use their accrued vacation leave, personal leave, or compensatory time. This unscheduled early release shall only occur if the site/department workload permits, and if such an early release does not impact the health and safety of students or other District staff.

Adopted: August 20, 1996  
Revision: September 9, 2008 (numeric to letter format only)  
Revision: March 11, 2011 (includes change of policy title change)  
Reviewed: June 24, 2013

**LEGAL REF.:**

**CROSS REF.:**