

TRAVEL TIME – SUPPORT STAFF

Policy E.2.D

A full-time employee eligible for Remoteness Allowance as provided in Division Policy E.2.E, may receive up to a maximum of two (2) days travel time in each school year without loss of regular pay.

Travel time will be granted for travel purposes only.

Information: E.2.E – Remoteness Allowance – Non-Teaching Employees

Adopted September 1, 2009	Revised April 15-16, 2010	
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Regulation E.2.D-R

1. a. Eligible employees shall submit Request for Leave applications for travel time in writing to the Area Superintendent.
- b. Request for Leave applications must include point of departure, destination and method of travel.
- c. Applications for travel time may be submitted at any time during the school year.
2. Travel time may be granted in one-half day increments dependent on travel time requirements.
3. Travel time is not accumulative. Any unused travel time shall expire at June 30 of each school year.

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