GCRF Non-School Employment

GCRF

Classified employees shall not be excused during their regularly

scheduled duty day to perform outside employment. Unless, upon receipt of the

employee's leave request, the supervisor determines:

The requesting employee has adequate leave time available;

The requesting employee's absence will not interfere with regular work

operations; and

The leave is approved prior to the requested leave being taken.

The supervisor may approve leave without pay for extraordinary

circumstances.

Except as otherwise specified above, classified employees shall not

engage in outside employment, which interferes with their job duties or

responsibilities.

Approved: 3/6/23

KASB Recommendation -2/98; 4/07; 4/16; 7/17

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