

Board of Education Policy 7.4820
Administrative Procedure

Work Schedule for Inclement Weather Days

The work schedule for employees on days that schools are closed due to inclement weather is defined below:

Group A – Employees whose work schedule is dictated by the school calendar (i.e. teachers, teacher assistants)

For these employees a day of annual leave will automatically be charged to the employee on the day(s) school is closed. The make-up day will be scheduled for a day that employees were scheduled for annual leave.

In the event of inclement weather on an optional teacher workday, no announcement will be made concerning the closing of school. Employees should use good judgment in making the decision to work on these days. Employees will have the following options when inclement weather occurs on an optional teacher workday:

1. Take annual leave (if the employee has annual leave available)
2. Take personal leave (teachers only)
3. Take the day without pay
4. Make up the day at a later date (must schedule with the immediate supervisor)
5. Elect to come to work (in the event of icy roads, school buildings will open on a two-hour delay)

In choosing one of these options, employees should make their decision based on their own personal safety.

Group B – Employees whose work schedule is not dictated by the school calendar (i.e. principal, assistant principal, central office personnel, secretaries, custodians)

The announcement to close schools only dictates the schedule for students and employees who are governed by the school calendar. Other employees will have the following options on any day that icy road conditions exist.

1. Take annual leave (if the employee has annual leave available)
2. Take the day without pay
3. Make up the day at a later time (must schedule with the immediate supervisor)
4. Elect to come to work (in the event of icy roads, the offices will open on a two-hour delay)

In choosing one of these options, employees should make their decision based on their own personal safety.

Superintendent

Date