

INCLEMENT WEATHER CLOSINGS & DELAYS

When school is closed, 10 and 11 month staff completing timesheets should not record an amount under the hours worked, sick, personal, or holiday columns. Instead, a corresponding remark should be made (e.g. “school closed due to inclement weather”).

On two (2) hour delays, 10 and 11 month staff should report in their classroom or assigned position ready to work no later than 10:00 A.M. Please follow detailed directions below for proper timesheet and/or absence/leave reporting.

On two (2) hour delays and school closings, 12 month staff should report one (1) hour later than their normal working time. Individuals responsible for buildings/grounds clearing may be asked to report on time, but may leave one (1) hour earlier than their scheduled departure time. Beginning with the eleventh (11th) full day of closure for all staff, 12 month personnel will be allowed to stay at home. Please follow detailed directions below for proper timesheet and/or absence/leave reporting.

Timesheet and Absence/Leave Reporting Procedures:

Formal notification allows employees to report (or depart) at a time other than the usual working day of eight (8) hours.

Since employees are not docked for the hours of notified shortened working days, the remainder of the day is considered a full working day. Absence for the working portion counts as a full day for purposes of fulfilling contract days. Therefore, individuals who have a pre-approved sick, personal, or vacation day, or who choose to stay at home on a shortened work day, will have to use a full day of leave. Individuals completing timesheets should only record actual work hours, not eight (8). A corresponding remark should be made (e.g. “advised to report at :-: AM”).

Formal notification allows employees to stay at home the full working day.

On rare occasions, weather conditions deteriorate to the point where safety is an immediate concern or lack of snow removal on school property warrants advising staff to stay home for the entire day. Even though individuals are not reporting to work, that day counts as a full day for purposes of fulfilling a 261 day contract. Individuals who have a pre-approved sick, personal, or vacation day should complete the bottom portion of the absence/leave form upon returning to work, to get the corresponding day reinstated. Individuals completing timesheets should not record an amount under the hours worked, sick, personal, vacation or holiday columns. Instead, a corresponding remark should state “advised not to report” or “office closed”.

Adopted: August 7, 2012

Revised: February 5, 2013