

ABSENCES DUE TO INCLEMENT WEATHER

School absences may be necessary when inclement weather creates hazardous conditions for students and employees of the school system. Such absences will be handled in the most effective manner possible.

On a day that employees are required to report for a workday but students are not required to attend school due to inclement weather upon approval of the principal/supervisor, an employee may elect not to report due to hazardous travel conditions and to take one of his/her annual leave days in full or half day increments, or to make up the day at a time agreed upon by the employee and his/her supervisor. An employee may also use a personal leave day.

Days missed because of inclement weather must be made up within the annual employment term and on days and time approved by the supervisor.

If the day is not made up or an annual leave or personal leave day is not substituted, the employee will be considered absent without pay. Day(s) absent without pay will be deducted at the end of the employment year.

Any associate employees covered by the Wage and Hour Law of the Fair Labor Standard Act cannot work more than a 40-hour week in trying to make up time. Annual leave, holidays, and/or sick leave are not counted as part of a 40-hour week under the Fair Labor Standards Act, so associate employees are encouraged to use these weeks to make up time.

Adopted: May 8, 1995