



Department: Human Resources
Policy Number: HUM-A021
Effective Date: 3/11/09

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

LEAVE DUE TO INCLEMENT WEATHER AND OTHER EMERGENCIES

Unless the Director of Schools or his/her designee announces the Central Office and other departments of the school system are closed, personnel employed on a twelve (12) month basis traveling to and from work in snow, other inclement weather, or other emergencies must make a personal decision as to the safety and feasibility in regards to travel.

Employee's absence resulting from the above will be handled in the following manner:

1. Absence is charged against the employee's annual vacation time, personal leave or compensation time (for hourly employees, if accrued),

or
2. Absence is charged as leave without pay.
3. Absence is indicated in Kronos and submitted to the payroll office.

In the event the Director of Schools/designee announces that the Central Office and other departments will close because of inclement weather or other emergencies, personnel required to work shall be given time off in the future equal to the time worked and receive overtime pay for the overtime hours.

Implementing Procedures: [PAY-P001](#) Hourly Employee Payroll
[PAY-P003](#) Salaried Employee Payroll
[PAY-P007](#) Overtime/Compensatory Pay

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/26/05		Initial Release
3/11/09	A	Add comp time to 1. and remove form reference and add Kronos

***** End of Policy *****