

Snow Day Q & A

Q: How and what will I be notified of when school is closed for students?

A: Announcements will be made through the telephone-based notification service and will also be posted on the school website. It is likely that the message will indicate No School for Students/ Staff Work Day.

Q: What are my options when school is cancelled for students but it still remains a staff work day?

Refer to Board Policy 7550:

On a day that employees have the option to report for a workday, but students are not required to attend school due to inclement **weather**, employees have the following options:

- report to work;
- take accumulated annual (vacation) leave;
- take accumulated personal leave, if available (teachers only);
- take leave without pay;
- use compensatory leave already accumulated (Non-Certified staff only); or
- make up the time missed at a time agreed upon by the employee and the employee's immediate supervisor or principal.

Q: If I want to make up the time what do I need to do?

A: You are required to meet with your principal or immediate supervisor in order to get permission to make up the time.

Certified staff may not extend their normal work day in order to make up time. Work must be performed on a day that is not already designated as a paid day in the calendar.

The Timekeeper system will keep up with compensatory time earned for non-certified staff.

All work performed that is to be used to make up time missed for weather, must receive prior approval from the supervisor. Bookkeepers will not key "Trade Time" or take an employee's comp time leave balance in the negative without the employee first meeting with the supervisor and receiving approval to do so.

Q: I am a ten month employee and was told I have to take workdays without pay. If school is called off for students and the day is called a staff work day, can I work or take paid leave if I have it available?

A: Yes. 10 month non-certified employees will not be required to take any additional days without pay other than the days already designated in the calendar. Please refer to the "Non-Certified 10 Month Employee Workday Q & A" on the website.

Q: I understand additional instructional hours have been added to the student day so that students may not have to make up a day missed for weather. Why do I have to make up the day as an employee?

A: The time added to the day for students did not change the work day for the employee. Ten month employees are still paid 215 days per school year. These days must be worked, covered by some type of paid leave, or designated as holidays in order for employees to be paid for the entire 215 days.

Q: What happens if weather conditions result in school being closed for students and staff?

A: Ten month employees will not report to work and will not be required to take leave. For the 2015-2016 school year, days will be added to the end of the school calendar in order for staff to make up this day. The first makeup day will be June 13, 2016 if school is closed to staff. Twelve month employees will be required to take paid leave in order to be paid when the schools are closed for staff.