

Inclement Weather Leave

Purpose

This procedure sets forth the parameters for the use of leave or alternate work schedules to account for staff absences due to inclement weather.

Scope

This procedure applies to all district employees.

Procedure

1. INTRODUCTION

- 1.1. The regular schedule of Valley School District programs may be affected by school closures, late starts, and/or early releases due to inclement weather conditions, which may impact staff attendance and work hours. The district must account for work hours missed by staff.
- 1.2. For the purposes of this procedure, staff will be categorized into two groups:
 - (a) School year employees (staff who primarily work during the school year only and less than 260 days per year).
 - (b) Year-round employees (staff who work twelve months per year).

2. SCHOOL YEAR EMPLOYEE RESPONSIBILITIES

- 2.1. In most, if not all, cases of absences due to inclement weather, school year employee absences will be accounted for with a make-up day.
- 2.2. If a staff member is unable to report to work because of inclement weather conditions when school is in session, he/she is responsible for informing his/her immediate supervisor as soon as possible.
 - 2.2.1. Supervisors are responsible for ensuring that staff work time is made up by alternate work schedules, or absences are accounted for through the use of accrued leave as currently available to each employee and as applicable to his/her position. Specific decisions regarding work schedules impacted by inclement weather will be made at the discretion of the supervisor when variance is an option.
 - 2.2.2. Staff will complete and submit absence forms, as required, to his/her supervisor for approval and accounting of missed work hours. Missed work time will be accounted for with the use of the following leave options, in accordance with applicable leave policy and procedures, and as available to the individual employee:
 - (a) Accrued sick leave, up to a maximum of three (3) days in any calendar year.
 - (b) Personal leave.

- (c) Leave without pay; all paid leave must be used before this option becomes available.
 - (d) Flextime; as available and approved by the supervisor, in accordance with district Procedure 5229P1-Hours of Work and Overtime for Classified Hourly Employees.
 - 2.3. In the event of a two-hour delay due to inclement weather conditions, all staff are encouraged to report to work at their regularly scheduled start time and travel as safely as possible. Staff will not need to use accrued leave for a two-hour delay absence, unless the staff member does not arrive at work within two (2) hours of his/her regular start time.
- 3. **YEAR-ROUND EMPLOYEE RESPONSIBILITIES**
 - 3.1. If a year-round staff member is unable to report to work because of inclement weather conditions when the district is open for business, he/she is responsible for informing his/her immediate supervisor as soon as possible.
 - 3.2. Supervisors are responsible for ensuring that staff work time is made up by alternate work schedules, or absences are accounted for through the use of accrued leave as currently available to each employee and applicable to his/her position. Specific decisions regarding work schedules impacted by inclement weather will be made at the discretion of the supervisor when variance is an option.
 - 3.3. Staff will complete and submit absence forms, as required, to his/her supervisor for approval and accounting of missed work hours. Missed work time will be accounted for with the use of the following leave options, in accordance with applicable leave policy and procedures, and as available to the individual employee:
 - (a) Accrued vacation leave.
 - (b) Accrued sick leave, up to a maximum of three (3) days in any calendar year.
 - (c) Personal leave.
 - (d) Leave without pay; all paid leave must be used before this option becomes available.
 - (e) Flextime; as available and approved by the supervisor, in accordance with district Procedure 5229P1-Hours of Work and Overtime for Classified Hourly Employees.
- 4. Variances in work hours and salary requirements exist between certificated, classified, hourly and/or contracted employees. Supervisors are strongly encouraged to consult with the Human Resources Manager for additional guidance should any questions or incongruities arise.

Supporting Documentation

N/A

Document History

Action:	Date:
New	January 20, 2016
Revised	
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Revised	