

## School Closing Leave Policy

The following pertains to school closings that are not related to disasters. Under the direction of the Chief Education Officer, employees **may** be paid for School Closing Days that are not associated with a declared disaster. All employees who were scheduled to work will be paid according to the outline below. This pertains to part-time, full-time, support, instructional, licensed, and administrative. **If any employee of any classification is directed to report to work but does not report as instructed, they will be required to take leave.**

Our past and current practice for school closings when students are not required to make up day(s) due to emergency circumstances are outlined below. **Note that for all employees who had previously requested leave for these date(s), or for several day(s) during this time period were not scheduled to work, the leave will stand.**

- Twelve (12) month employees scheduled to work will be paid for the date(s) and should be reported as working their normal hours/shifts for the applicable time period. Those who had previously scheduled leave and were not scheduled to work will be charged leave for the applicable time period.
- Licensed Personnel scheduled to work will be paid for the date(s) and should be reported as working their normal hours/shifts for the applicable time period. Licensed Personnel who had previously scheduled leave (not TDY) and were not scheduled to work will be reported as not having worked and will be charged the leave for the applicable time period.
- Instructional Personnel scheduled to work will be paid for the date(s) and should be reported as working their normal hours/shifts for the applicable time period. Instructional Personnel who had previously scheduled leave (not TDY) and were not scheduled to work will be reported as not having worked and will be charged the leave for the applicable time period.
- Support Personnel scheduled to work will be paid for the date(s) and should be reported as working their normal hours/shifts for the applicable time period. Support personnel who had previously scheduled leave (paid or unpaid) were not scheduled to work and will be reported as not having worked and will be charged leave for the applicable time period.
- Individuals currently serving in a long term substitute position should be reported and paid for these date(s) as if they were scheduled to be present.
- Substitute Personnel will not receive payment for the applicable time period.
- Part-time employees working less than 4 hours will not be paid for school closings not related to disasters.