

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Absences Due to Inclement Weather	780
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On a day that employees are required to report for a workday but students are not required to attend school due to inclement weather, the employee may elect not to report due to hazardous travel conditions and to take an accrued annual leave day, an accrued personal leave day, or make up the day at a time agreed upon by the employee and the employee’s immediate supervisor or principal. On a day that school is closed to employees and students due to inclement weather, a make-up day will be announced utilizing the school calendar.

Days missed because of inclement weather must be made up within the current school year and on a day when the employee’s supervisor or principal is normally at work. Makeup days for non-certified employees will be scheduled with their supervisor to avoid the use of overtime.

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.

Districtwide employees must follow **Inclement Weather Procedures For Staff** form (Codes A – C) located on district website.

Legal References: G.S. 115C-302,-316,84.2