

**DeSoto County Schools**  
**Inclement Weather Procedures for Employees**

| <b>Employment Category</b>  | <b># of Days Employed</b> | <b>School Cancellation</b><br>(*Leave Options Not Available for Less than 230 day employees.) | <b>District Office &amp; School Cancellation</b><br>(*Leave Options Not Available) | <b>Early Dismissal</b>  | <b>Delayed Start</b>  | <b>Leave Options</b>   |
|---|---------------------------|---|--|---|---|--|
| <b>Exempt Employees</b><br>(Central Office & School Level Employees)              | 230 Days                  | Work Normal Schedule  | **Do <b><u>Not</u></b> Report to Work  | Work Normal Schedule  | Work Normal Schedule  | Personal Leave<br>Vacation Leave   |
| <b>Non-Exempt Hourly Employees</b><br>(Central Office & School Level Employees)   | 230 Days                  | Work Normal Schedule  | **Do <b><u>Not</u></b> Report to Work  | Work Normal Schedule  | Work Normal Schedule  | Comp. Time (Exhaust First)<br>Personal Leave<br>Vacation Leave<br>Leave With Out Pay                                   |
| <b>Exempt Employee Teacher Rule</b><br>(Central Office & School Level Employees)  | 230 Days                  | Work Normal Schedule  | **Do <b><u>Not</u></b> Report to Work  | Work Normal Schedule  | Work Normal Schedule  | Personal Leave<br>Vacation Leave   |
| <b>Assistant Principals Cafeteria Managers</b><br>(School Level Employees)        | Less than 230 Days        | **Do <b><u>Not</u></b> Report to Work   | **Do <b><u>Not</u></b> Report to Work  | Work Normal Schedule<br>(Required to use accruals if employee works less than 4 hours & 1 minute)   | Work Normal Schedule<br>(Required to use accruals if employee works less than 4 hours & 1 minute)   | Personal Leave   |
| <b>Exempt Employees Teacher Rule</b><br>(Central Office & School Level Employees) | Less than 230 Days        | **Do <b><u>Not</u></b> Report to Work   | **Do <b><u>Not</u></b> Report to Work  | End of Day Schedule Reduced by the Amount of Time as Determined by District Officials <b><u>or</u></b> Can Complete Normal Work Schedule<br>(Employees not required to clock out unless employees leave prior to the new dismissal time.) (Full day absences require 8 hours of applicable accruals.) | Start of Day Schedule Reduced by the Amount of Time as Determined by District Officials <b><u>or</u></b> Can Complete Normal Work Schedule<br>(Full day absences require 8 hours of applicable accruals.) | Personal Leave   |
| <b>Non-Exempt Hourly Employees</b><br>(Central Office & School Level Employees)   | Less than 230 Days        | **Do <b><u>Not</u></b> Report to Work   | **Do <b><u>Not</u></b> Report to Work  | End of Day Schedule Reduced by the Amount of Time as Determined by District Officials <b><u>or</u></b> Can Complete Normal Work Schedule<br>(Full day absences require 8 hours of applicable accruals.)   | Start of Day Schedule Reduced by the Amount of Time as Determined by District Officials <b><u>or</u></b> Can Complete Normal Work Schedule<br>(Full day absences require 8 hours of applicable accruals.) | Comp. Time (Exhaust First)<br>Personal Leave<br>Leave Without Pay<br>(Hours will not be made up during the work week.) |

\*Sick leave may only be used for an illness or physical disability. Sick leave may not be used for an absence due to inclement weather.

\*\*Leave Options Not Available.