

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

- 3
- 4 1. report to work;
- 5
- 6 2. take accumulated annual (vacation) leave;
- 7
- 8 3. take accumulated personal leave, if available (teachers only);
- 9
- 10 4. take leave without pay;
- 11
- 12 5. use compensatory leave already accumulated; or
- 13
- 14 6. make up the time missed.

15
16 If an employee elects to make up time, it must be at a mutually agreed upon time between the
17 employee and the immediate supervisor. For 10-month employees, it must be within the regular
18 10-month employment.

19
20 When the school system is closed to staff and students due to inclement weather, the
21 [Transylvania County Board of Education \(the “board”\)](#) will consider options for addressing the
22 missed days, giving the greatest weight to how to best maintain the opportunity and environment
23 for student learning.

24
25 [In the event that schools operate on a delay, full-time school employees shall report to work at](#)
26 [their normal employment start time as weather conditions permit them to do so safely. An](#)
27 [employee should communicate with his or her principal or site supervisor with questions about](#)
28 [start times or with individual circumstances impacting his or her safe travel to the work site.](#)
29 [When operating on a delay, bus drivers, child nutrition, and other personnel may have an altered](#)
30 [start time or work schedule to coincide with the altered school day schedule.](#)

31
32 [In the event students are dismissed early from school due to inclement weather, any decision to](#)
33 [dismiss employees early shall be made by the superintendent or designee. Principals and](#)
34 [transportation employees shall remain on the job until all their buses have completed their routes.](#)
35 [Maintenance employees shall remain on the job if there are facility needs.](#)

36
37 Legal References: G.C. 115C-84.2, -302.1

38
39 Cross References: Emergency Closing (policy 5050)

40
41 Adopted: [October 19, 1987](#)

42
43 Revised: [April 10, 1989; January 17, 2005; December 15, 2014; \[DATE\]](#)