

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:

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- 4 1. report to work;
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- 6 2. take accumulated annual (vacation) leave;
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- 8 3. take accumulated personal leave, if available (teachers only);
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- 10 4. take leave without pay;
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- 12 5. use compensatory leave already accumulated; ~~or~~
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- 14 6. telework in accordance with policy 7503, Teleworking, or
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- 16 7. make up the time missed (only with supervisor’s approval). The employee and  
 17 immediate supervisor must mutually agree upon a makeup time. Employees who are  
 18 non-exempt under the Fair Labor Standards Act may make up missed time only if the  
 19 time will be made up within the work week established by the board (see policy 7500,  
 20 Workday and Overtime). Teachers and other employees who are classified as exempt  
 21 under the Fair Labor Standards Act must make up the time within 120 days or before the  
 22 end of their employment contract, whichever is sooner.

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 24 ~~If an employee elects to make up time, it must be at a mutually agreed upon time between the~~  
 25 ~~employee and the immediate supervisor. For 10-month employees, it must be within the regular~~  
 26 ~~10-month employment.~~

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 28 When the school system is closed to staff and students due to inclement weather, the  
 29 Transylvania County Board of Education (the “board”) will consider options **within the**  
 30 **requirements of law** for addressing the missed days, giving the greatest weight to how to best  
 31 maintain the opportunity and environment for student learning.

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 33 In the event that schools operate on a delay, full-time school employees shall report to work at  
 34 their normal employment start time as weather conditions permit them to do so safely. An  
 35 employee should communicate with his or her principal or site supervisor with questions about  
 36 start times or with individual circumstances impacting his or her safe travel to the work site.  
 37 When operating on a delay, bus drivers, child nutrition, and other personnel may have an altered  
 38 start time or work schedule to coincide with the altered school day schedule.

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 40 In the event students are dismissed early from school due to inclement weather, any decision to  
 41 dismiss employees early shall be made by the superintendent or designee. Principals and  
 42 transportation employees shall remain on the job until all their buses have completed their routes.  
 43 Maintenance employees shall remain on the job if there are facility needs.

45 Legal References: **The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 201 *et seq.*;**  
46 **G.C. 115C-84.2, -302.1, -316**

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48 Cross References: **Emergency Closings (policy 5050), Workday and Overtime (policy 7500),**  
49 **Teleworking (policy 7503)**

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51 Adopted: October 19, 1987

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53 Revised: April 10, 1989; January 17, 2005; December 15, 2014; March 7, 2016; **[DATE]**

REVISED