

## **Inclement Weather Leave**

### **Purpose**

This policy defines expectations for Valley School District staff attendance when work schedules are affected by inclement weather conditions.

### **Scope**

This policy applies to all Valley School District employees.

### **Policy**

1. During times of inclement weather such as excessive snow, ice or flooding conditions, Valley School District school year employees, including instructional staff, para-educators, bus drivers and kitchen staff, have the option to stay home when school closures are announced. All other district staff (year-round staff) should report to work at their regularly scheduled start time, traveling as safely as possible.
2. In the event that a late start is announced due to inclement weather conditions, all Valley School District employees should report to work at their regularly scheduled start time, traveling as safely as possible.
3. In the event that an early release is announced due to inclement weather conditions, all Valley School District employees have the option to go home.
4. All staff will be notified of the school closure, late start, or early release via the district's mass communication system as stipulated in Procedure 6601P2-School Delays/Closures/Early Releases Due to Weather or Emergency Situations.
5. In the rare case in which conditions require the complete closure of all district operations, no employees should report to work. All staff will be notified of district-wide closures via the mass communication system.
6. The Superintendent or designee will develop procedures to account for the impacted work hours of district employees.

### **Related Procedures**

5414P1-Inclement Weather Leave

6601P2-School Delays Closures or Early Releases Due to Weather

### **Policy Cross References**

5229-Hours of Work and Overtime Classified Hourly Employees

5401-Sick Leave

5413-Compensated Leave

### **Policy Legal References**

WAC 357-31-255 – What types of leave may an employee use when absent from work or arriving late to work because of inclement weather?

**Management Resources**

N/A

**Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	December 21, 2011
Revised	January 20, 2016
Revised	
Revised	