



SJISD Inclement Weather Absence Reporting Protocol

Confused as to what to do if school is cancelled due to bad weather? Please refer to the breakdown below, per your classification and contracted days per year, for further guidance:

Contracted Days Per Year and Classification:	Delayed Start	Cancellation - Expectation if school <u>is</u> extended:	Cancellation - Expectation if school <u>is not</u> extended:
Certificated Staff – 180 Days	Report to work 15 minutes prior to the delayed school start time.	No expectation to work on the cancelled day. Expected to work on the additional days added to the school year.	No expectation to work on the cancelled day or make up additional hours.
Classified Staff – Year Round/260 Days	Still expected to work your typical schedule. If unable to report to work due to the weather, you’ll need to use emergency leave (from sick leave) or personal leave for however many hours you were absent.	← Same	← Same
Classified Staff - 190	Report to work at delayed school start time. If unable to make it, use emergency leave (from sick leave) or personal leave for however many hours you were absent.	No expectation to work on the cancelled day. Expected to work on the additional days added to the school year.	No expectation to work on the cancelled day or make up additional hours.
Classified - 210	Report to work at delayed school start time. If unable to make it, use emergency leave (from sick leave) or personal leave for however many hours you were absent.	No expectation to work on the cancelled day. Expected to work on the additional days added to the school year.	No expectation to work on the cancelled day or make up additional hours.
Classified Staff - 180	Report to work at delayed school start time. If unable to make it, use emergency leave (from sick leave) or personal leave for however many hours you were absent.	No expectation to work on the cancelled day. Expected to work on the additional days added to the school year.	No expectation to work on the cancelled day or make up additional hours.
Other	Consult HR and/or your supervisor		