A. Weather days are those days when school is closed due to weather conditions. This typically is due to snow and ice, but it can also be heat related during the fall and spring seasons.

B. Those employees who work on a 12-month basis are scheduled to work regardless of the weather conditions. Any work time that is missed by 12-month employees due to the weather may be requested as emergency (sick leave), vacation, or personal leave. The leave request, either emergency, vacation, or personal leave, must be approved by the employee's supervisor.

C. Employees on a schedule other than 12 months will simply work the revised school calendar and will not request a leave.

D. School calendars can be found in Appendix D.