

Policy Code: 7550 Absences Due to Inclement Weather

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

- report to work;
- take accumulated annual (vacation) leave;
- take accumulated personal leave, if available (teachers only);
- take leave without pay;
- use an accumulated day in their "inclement weather bank" (certificated employees- see note below);
- use compensatory leave already accumulated;
- telework in accordance with policy 7503, Teleworking; or
- make up the time missed (only with supervisor's approval). The employee and immediate supervisor must mutually agree upon a makeup time. Employees who are non-exempt under the Fair Labor Standards Act may make up missed time only if the time will be made up within the work week established by the board (see policy 7500, Workday and Overtime). Teachers and other employees who are classified as exempt under the Fair Labor Standards Act must make up the time within the annual employment term.

If an employee elects to make up time, it must be at a mutually agreed upon time between the employee and the immediate supervisor. For school year employees, it must be within the regular school year employment calendar.

Note: The "inclement weather bank" allows certificated staff to work or participate in professional development activities for full or half-days during the contract period on days when they are not required to work and then have these days designated as "make-up days" in the event they are needed. Unused inclement weather bank days do not carry forward to succeeding school years. Employees should consult with their immediate supervisor for further information regarding this policy.

If an employee is absent on an inclement weather day without receiving his/her principal or immediate supervisor's approval to use one of the above options, the employee will be considered absent without pay.

When the school district is closed to staff and students due to inclement weather, the board will consider options within requirements of law for addressing the missed days, giving the greatest weight to how to best maintain the opportunity and environment for student learning.

Legal References: The Fair Labor Standards Act of 1938, as amended, [29 U.S.C. 201](#) et seq.; [G.S. 115C-84](#), [-302](#), [-316](#)

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

Adopted:

Revised: 2/14/23