

DeForest Area School District
Administrative Regulation

TITLE: CLARIFICATION OF SNOW DAY ISSUES - RULE	NUMBER: AR 3.7(11) RULE
<i>Executive Limitation: EL 3 – Treatment of Staff (3.7 – Expectations for Working and Learning Environment)</i>	
Recorded as Administrative Regulation: <i>Established: 2/8/10 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

1. Support staff should enter their absence in AESOP or ERMA for snow days using sick or personal leave or vacation to remain in paid status or selecting unpaid leave. Selection of paid or unpaid time is final.
2. In the event that a snow day immediately precedes or falls on the day immediately after a holiday, support staff employees must be in paid status or they will jeopardize their holiday pay.
3. School year support staff should NOT enter absences for snow days beyond two in a given year. Any snow days beyond two will be made up later in the year.
4. Supervisors should notify Sue Augustine if support staff employees arrive on time and worked their regular schedule during a snow day so that these employees can be credited with two hours exchange time unless exchange time is used in the same day it is earned.
5. Support staff may not skip lunch on late start days in order to minimize the leave they must take.
6. School year support staff may not work prior to the late start time. If they show up early, they will be sent home until the late start time. If the supervisor does not realize they are there and hours are worked prior to the late start time, then they will have to comp those hours later in the pay period.
7. Teachers are not required to report until two hours beyond the normal start time on a late start day. Teachers are required to report at the late start time even if they do not have students at the late start time such as half-day kindergarten or a prep period at the start of the day.
8. Teachers who have sick or personal leave in for a day when it is late start or a snow day will **not** be docked for that time except for those on an extended/long-term leave of absence.
9. Administrators and other non-represented employees may use sick leave, personal leave or vacation time to remain in paid status if they do not work on a snow day.

10. Substitutes will be paid for the $\frac{3}{4}$ day rate on late start days.
11. Snow days do not impact the long term sub rate.
12. Secretaries should remove assigned substitutes and clean up AESOP absences for a snow day or late-start day before the AESOP download.