



## 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:

<b>Contracted Days Per Year and Classification:</b>	<b>Delayed Start</b>	<b>Cancellation - Expectation if school <u>is</u> extended:</b>	<b>Cancellation - Expectation if school <u>is not</u> extended:</b>
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. Record missed time.	Still expected to work your typical schedule. Record missed time if absence is full day.	Still expected to work your typical schedule. Record missed time if absence is full day.
Classified Staff - 190	Report to work at delayed school start time. Must record missed time.	No expectation to work on the cancelled day. Expected to work on the additional days added to their contracted year for a total of 190 days.	No expectation to work on the cancelled day. Must record missed time.
Classified - 210	Report to work at delayed school start time. Must record missed time.	No expectation to work on the cancelled day. Expected to work on the additional days added to their contracted year for a total of 210 days.	No expectation to work on the cancelled day. Must record missed time.
Classified Staff - 180	Report to work at delayed school start time. Must record missed 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. Must record missed time.
Other	Consult HR and/or your supervisor		