

Inclement Weather

PROFESSIONAL/ADMINISTRATION Guidelines		
	Professional Staff	Administration
2 or 3 Hour Delay	<ul style="list-style-type: none"> -Report to work per the delay (2 or 3 hours after your normal start time.) -Time will be paid as normal. 	<ul style="list-style-type: none"> -Report to work per delay (2 or 3 hours after your normal start time.) -Time will be paid as normal.
	<p>SAMS:</p> <ul style="list-style-type: none"> -For <i>NO SUB</i>, if a previous AM absence was entered, you must call or email Kelly Services within two school days to cancel. -For <i>SUB</i>, you must email Jeffrey Baker the same day. He will need to ensure the sub is paid for the morning hours. 	<p>SAMS:</p> <ul style="list-style-type: none"> -If a previous AM absence was entered, you must call or email Kelly Services within two school days to cancel.
Early Dismissal	<ul style="list-style-type: none"> -Staff is dismissed 15 minutes after students in the respective building. -Time will be paid as normal. 	<ul style="list-style-type: none"> -Staff dismissed 15 minutes after students in the respective building. -Time will paid as normal.
	<p>SAMS:</p> <ul style="list-style-type: none"> -For <i>NO SUB</i>, if a previous PM absence was entered, you must call or email Kelly within two school days to cancel. -For <i>SUB</i>, you must email Jeffrey Baker the same day. He will need to ensure the sub is paid for hours prior to dismissal. 	<p>SAMS:</p> <ul style="list-style-type: none"> -If a previous PM absence was entered, you must call or email Kelly Services within two school days to cancel.
Closing	<ul style="list-style-type: none"> -Do not report to work. -Time will be paid as normal. 	<ul style="list-style-type: none"> -Do not report to work. -Time will be paid as normal.

*Updated Sept. 2021

	SAMS: -If a previous absence was entered, you must call or email Kelly Services within two school days to cancel.	SAMS: -If a previous absence was entered, you must call or email Kelly Services within two school days to cancel.
--	---	---