

# Inclement Weather

<b>SUPPORT Guidelines</b>			
	<b>9-Month Staff</b>	<b>12-Month Staff</b>	<b>Essential Staff</b>
<b>2 or 3 Hour Delay</b>	-Report to work per the delay (2 or 3 hours after your normal start time.) -Time will be paid.	-Report to work per delay (2 or 3 hours after your normal start time.) -Time will be paid.	-Procedure can vary depending on conditions. Report per Mr. Barto's instructions.
	<b>SAMS:</b> -Time will be entered by Payroll/HR. -If a previous absence was entered, you must call or email Kelly Services within two school days to cancel.	<b>SAMS:</b> -Time will be entered by Payroll/HR. -If a previous absence was entered, you must call or email Kelly Services within two school days to cancel.	<b>SAMS:</b> -Time must be entered if you are scheduled to work but are requesting off.
<b>Early Dismissal</b>	-Staff is dismissed 15 minutes after students in the respective building. -Time will be paid through normal end time.	-Staff dismissed 15 minutes after students in the respective building. -Time will be paid through normal end time.	-Procedure can vary depending on conditions. Report per Mr. Barto's instructions.
	<b>SAMS:</b> -Time will be entered by Payroll/HR. -If a previous absence was entered, you must call or email Kelly Services within two days to cancel.	<b>SAMS:</b> -Time will be entered by Payroll/HR. -If a previous absence was entered, you must call or email Kelly Services within two days to cancel.	<b>SAMS:</b> -Time must be entered if you are scheduled to work but are requesting off.
<b>Closing</b>	-Do not report to work. -Time will not be paid due to the day being made up later in the school year.	-Do not report to work. -Time will be paid since you do not have the opportunity to make up the day.	-Procedure can vary depending on conditions. Report per Mr. Barto's instructions.
	<b>SAMS:</b> -Time will be entered by Payroll/HR. -If a previous absence was entered, you must call or email Kelly Services with two school days to cancel.	<b>SAMS:</b> -Time will be entered by Payroll/HR. -If previous absence was entered, you must call or email Kelly Services within two school days to cancel.	<b>SAMS:</b> -Time must be entered if you are scheduled to work but are requesting off.