



|                              | Professional Staff                                                                                                                                                                                                                                                                                                                                                                                                       | Administration                                                                                                                                                                                        |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2 or 3<br/>Hour Delay</b> | <p>-Report to work per the delay (2 or 3 hours after your normal start time.)</p> <p>-Time will be paid as normal.</p>                                                                                                                                                                                                                                                                                                   | <p>-Report to work per delay (2 or 3 hours after your normal start time.)</p> <p>-Time will be paid as normal.</p>                                                                                    |
|                              | <p><b>FRONTLINE:</b></p> <p>-For <i>NO SUB</i>, if a previous AM absence was entered, you must call or email Jeffrey Baker at <a href="mailto:jbaker@basd.net">jbaker@basd.net</a> within two school days to cancel.</p> <p>-For <i>SUB</i>, you must email Jeffrey Baker at <a href="mailto:jbaker@basd.net">jbaker@basd.net</a> the same day. He will need to ensure the sub is paid for the morning hours.</p>        | <p><b>FRONTLINE:</b></p> <p>-If a previous AM absence was entered, you must call or email Jeffrey Baker at <a href="mailto:jbaker@basd.net">jbaker@basd.net</a> within two school days to cancel.</p> |
| <b>Early<br/>Dismissal</b>   | <p>-Staff is dismissed 15 minutes after students in the respective building.</p> <p>-Time will be paid as normal.</p>                                                                                                                                                                                                                                                                                                    | <p>-Staff dismissed 15 minutes after students in the respective building.</p> <p>-Time will be paid as normal.</p>                                                                                    |
|                              | <p><b>FRONTLINE:</b></p> <p>-For <i>NO SUB</i>, if a previous PM absence was entered, you must call or email Jeffrey Baker at <a href="mailto:jbaker@basd.net">jbaker@basd.net</a> within two school days to cancel.</p> <p>-For <i>SUB</i>, you must email Jeffrey Baker at <a href="mailto:jbaker@basd.net">jbaker@basd.net</a> the same day. He will need to ensure the sub is paid for hours prior to dismissal.</p> | <p><b>FRONTLINE:</b></p> <p>-If a previous PM absence was entered, you must call or email Jeffrey Baker at <a href="mailto:jbaker@basd.net">jbaker@basd.net</a> within two school days to cancel.</p> |
| <b>Closing</b>               | <p>-Do not report to work.</p> <p>-Time will be paid as normal.</p>                                                                                                                                                                                                                                                                                                                                                      | <p>-Do not report to work.</p> <p>-Time will be paid as normal.</p>                                                                                                                                   |
|                              | <p><b>FRONTLINE:</b></p> <p>-If a previous absence was entered, you must call or email Jeffrey Baker at <a href="mailto:jbaker@basd.net">jbaker@basd.net</a> within two school days to cancel.</p>                                                                                                                                                                                                                       | <p><b>FRONTLINE:</b></p> <p>-If a previous absence was entered, you must call or email Jeffrey Baker at <a href="mailto:jbaker@basd.net">jbaker@basd.net</a> within two school days to cancel.</p>    |