



	9-Month Staff	12-Month Staff	Essential Staff
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. 	<ul style="list-style-type: none"> -Report to work per delay (2 or 3 hours after your normal start time.) -Time will be paid. 	<ul style="list-style-type: none"> -Procedure can vary depending on conditions. Report per Mr. Barto's instructions.
	FRONTLINE: <ul style="list-style-type: none"> -Time will be entered by Payroll/HR. -If a previous absence was entered, you must call or email Jeffrey Baker at jbaker@basd.net within two school days to cancel. 	FRONTLINE: <ul style="list-style-type: none"> -Time will be entered by Payroll/HR. -If a previous absence was entered, you must call or email Jeffrey Baker at jbaker@basd.net within two school days to cancel. 	FRONTLINE: <ul style="list-style-type: none"> -Time must be entered if you are scheduled to work but are requesting off.
Early Dismissal	<ul style="list-style-type: none"> -Staff is dismissed 15 minutes after students in the respective building. -Time will be paid through normal end time. 	<ul style="list-style-type: none"> -Staff dismissed 15 minutes after students in the respective building. -Time will be paid through normal end time. 	<ul style="list-style-type: none"> -Procedure can vary depending on conditions. Report per Mr. Barto's instructions.
	FRONTLINE: <ul style="list-style-type: none"> -Time will be entered by Payroll/HR. -If a previous absence was entered, you must call or email Jeffrey Baker at jbaker@basd.net within two days to cancel. 	FRONTLINE: <ul style="list-style-type: none"> -Time will be entered by Payroll/HR. -If a previous absence was entered, you must call or email Jeffrey Baker at jbaker@basd.net within two days to cancel. 	FRONTLINE: <ul style="list-style-type: none"> -Time must be entered if you are scheduled to work but are requesting off.
Closing	<ul style="list-style-type: none"> -Do not report to work. -Time will not be paid due to the day being made up later in the school year. 	<ul style="list-style-type: none"> -Do not report to work. -Time will be paid since you do not have the opportunity to make up the day. 	<ul style="list-style-type: none"> -Procedure can vary depending on conditions. Report per Mr. Barto's instructions.
	FRONTLINE: <ul style="list-style-type: none"> -Time will be entered by Payroll/HR. -If a previous absence was entered, you must call or email Jeffrey Baker at jbaker@basd.net with two school days to cancel. 	FRONTLINE: <ul style="list-style-type: none"> -Time will be entered by Payroll/HR. -If previous absence was entered, you must call or email Jeffrey Baker at jbaker@basd.net within two school days to cancel. 	FRONTLINE: <ul style="list-style-type: none"> -Time must be entered if you are scheduled to work but are requesting off.