

# GCPS Guidance for Employee Leave: Delays, Early Release & Break

	<b>Classified Staff (Non-Exempt) 10 Month</b>	<b>Certified Staff (Exempt) 10 Month</b>	<b>Classified Staff (Non-Exempt) 11 or 12 Month</b>	<b>Certified Staff (Exempt) 11 or 12 Month</b>
2 Hour Delay due to inclement weather	<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Use accrued leave for time missed. (Annual, Bonus Leave, Comp Time or leave without pay)</li> <li>• Report with caution and work a regular schedule</li> <li>• Make up the hours missed during the week as approved by the supervisor</li> </ul>	<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Report with caution and work a regular schedule</li> <li>• Leave not required</li> </ul>	<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Use accrued leave for time missed. (Annual, Bonus Leave, Comp Time or leave without pay)</li> <li>• Report with caution and work a regular schedule</li> <li>• Make up the hours missed during the week as approved by the supervisor</li> </ul>	<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Report with caution and work a regular schedule</li> <li>• Leave not required</li> </ul>
Early Release for Students & Staff (for inclement weather or as directed by calendar)	<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Use accrued leave for time missed. (Annual, Bonus Leave, Comp Time or leave without pay)</li> <li>• Work a regular schedule</li> <li>• Make up the hours missed during the week as approved by the supervisor</li> </ul>	<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• As workday duties are complete, supervisor may dismiss staff.</li> <li>• Leave not required</li> </ul>	<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• Use accrued leave for time missed. (Annual, Bonus Leave, Comp Time or leave without pay)</li> <li>• Work a regular schedule</li> <li>• Make up the hours missed during the week as approved by the supervisor</li> </ul>	<p><b>Options:</b></p> <ul style="list-style-type: none"> <li>• As workday duties are complete, supervisor may dismiss staff.</li> <li>• Leave not required</li> </ul>

These options are based on Fair Labor Standards Act and guidance from our Board Attorney. For a full explanation please see the memo dated December 13, 2017 from Eva DuBuisson of Tharrington Smith, LLP, Granville County Schools' Board Attorney.

**Note:** Non-exempt employees clock in & out on TimeKeeper. Exempt employees do not clock in and out.

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Designated Annual Leave Day on School Calendar	<b>Options:</b> <ul style="list-style-type: none"> <li>• Annual Leave</li> <li>• Bonus Leave</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Annual Leave</li> <li>• Bonus Leave</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Annual Leave</li> <li>• Bonus Leave</li> <li>• Work a regular schedule as approved by supervisor</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Annual Leave</li> <li>• Bonus Leave</li> <li>• Work a regular schedule as approved by supervisor</li> </ul>
Designated Holiday on School Calendar	<b>Options:</b> <ul style="list-style-type: none"> <li>• Holiday Leave</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Holiday Leave</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Holiday Leave</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Holiday Leave</li> </ul>
School closed for students & staff for inclement weather	<b>Options:</b> <b>If the Day is Designated in Calendar as “No Day”:</b> <ul style="list-style-type: none"> <li>• This day will be removed from payroll calendar - This day will be “skipped” and replaced with another day in the calendar to account for 215 work days</li> </ul> <b>If the Day is Designated as a Work Day:</b> <ul style="list-style-type: none"> <li>• Use accrued leave for time missed. (Annual Leave, Comp Time or leave without pay)</li> <li>• Make up the time missed within the payroll period as approved by the supervisor</li> </ul>	<b>Options:</b> <b>If the Day is Designated in Calendar as “No Day”:</b> <ul style="list-style-type: none"> <li>• This day will be removed from payroll calendar - This day will be “skipped” and replaced with another day in the calendar to account for 215 work days</li> </ul> <b>If the Day is Designated as a Work Day:</b> <ul style="list-style-type: none"> <li>• Use accrued leave for time missed. (Annual, Bonus, Personal Leave or leave without pay)</li> <li>• Make up the time missed within the payroll period as approved by the supervisor</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Use accrued leave for time missed. (Annual, Bonus Leave, Comp Time or leave without pay)</li> <li>• Select staff may be asked to report with caution.</li> <li>• Make up the time missed within the payroll period as approved by the supervisor</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Use accrued leave for time missed. (Annual Bonus, Personal Leave, or leave without pay)</li> <li>• Select staff may be asked to report with caution.</li> <li>• Make up the time missed within the payroll period as approved by the supervisor</li> </ul>

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School closed for students with an optional work day for staff	<b>Options:</b> <ul style="list-style-type: none"> <li>• Report with caution and work a regular schedule</li> <li>• Use accrued leave for time missed. (Annual, Bonus Leave, Comp Time or leave without pay)</li> <li>• Make up time NOT an option</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Report with caution and work a regular schedule</li> <li>• Use accrued leave for time missed. (Annual, Bonus, Personal Leave or leave without pay)</li> <li>• Make up time NOT an option</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Report with caution and work a regular schedule</li> <li>• Use accrued leave for time missed. (Annual, Bonus, Comp Time or leave without pay)</li> <li>• Make up time NOT an option</li> </ul>	<b>Options:</b> <ul style="list-style-type: none"> <li>• Report with caution and work a regular schedule</li> <li>• Use accrued leave for time missed. (Annual, Bonus, Personal Leave or leave without pay)</li> <li>• Make up time NOT an option</li> </ul>

**Note for Classified Employees:**

When making up time is an option, supervisors should work with classified employees to do so within the **same week** as when the time is missed. If there is a situation when this cannot be made up within the same week, classified employees should be charged comp time even if the comp balance is in the negative. The employee **MUST** work the additional hours to clear this negative balance by the end of the payroll period or have their pay or leave reduced accordingly.

**Note for Classified ‘Dual’ Employees:**

Dual employees, employees with more than one position, generally must work their primary position in continuous hours. (i.e.. A TA Bus Driver who drives a morning & afternoon route would: Clock in & out as a bus driver for the morning route, clock in & out as a TA, clock in & out as a bus driver for the afternoon route and then their workday is finished.) Dual employees are paid overtime for all time worked over 40 hours rather than earning comp time.

To help account for time missed due to early release or a delay, there are the following exceptions to the ‘continuous hour’ rule as approved by the supervisor:

1. Supervisors may allow dual employees to return to work on early release days to complete their minimum required hours for the day.
2. Supervisors may allow dual employees to return to work for the purpose of making up hours missed from their primary position due to early release/dismissal or school delays. This exception is only approved up to the amount of hours missed due to early release/dismissal or school delays. If possible this time should be within the same week but **MUST** be within the same payroll period. **Example:** There is a two hour delay on Monday which causes a TA to have two hours less time. The supervisor may approve for the TA to return to work on Wednesday afternoon after her afternoon bus route to “make-up” the two hours missed from Monday. This properly accounts for all time for the week.

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