

INCLEMENT WEATHER LEAVE - REGULATION

Regulation: **7550-R(1)**

The purpose of this Administrative Regulation is to clarify the rights and responsibilities of employees when schools are closed or schedules are modified due to hazardous weather conditions, natural disasters, or other emergencies. The safety of students and staff remains the highest priority in all weather-related and emergency decisions.

DEFINITIONS	
Annual Leave	A vacation day or day of leave with pay earned at the rate established by the State Board of Education.
Compensatory Time	Leave with pay granted to a non-exempt employee for working in excess of the regular schedule.
Instructional Personnel	Teachers, counselors, media coordinators, instructional facilitators, and teacher assistants.
Other Appropriate Earned Leave	Includes sick leave (if the employee or eligible family member is ill or has a serious health condition) and compensatory time in lieu of overtime for FLSA non-exempt employees.
Professional Development Day	A calendar day when students are not scheduled to attend school, but employees are expected to report for staff development, planning, record completion, and other professional duties.
School Day	A calendar day when students are scheduled to attend school.
Ten-Month Employee	An employee contracted for no more than ten (10) months of the school year.
Exempt Personnel	Employees exempt from overtime under the Fair Labor Standards Act (FLSA), including certified teachers and administrators.
Non-Exempt Personnel	Employees subject to FLSA overtime requirements and entitled to overtime pay or compensatory time for work exceeding 40 hours per workweek.
Essential Employees	School-based and non-school-based 10- or 12-month employees designated to report to work when school is canceled or delayed due to inclement weather or emergencies.

A. ATTENDANCE REGULATIONS

a. Remote Learning Day (RLD)

The district will communicate remote day notifications through media outlets, district messaging systems, the district website, and email. Staff who are not

teaching but are permitted to work remotely on a remote learning day under this policy will be required to submit a daily activity log. Employees who should not report to work on a remote learning day under this policy will not be considered to be working. Employees who are expected to report to work, considered essential employees, on a remote learning day should report to work or take applicable and available leave.

- i. Employees Who May Work Remotely on a RLD
 - 1. Classroom teachers
 - 2. Ten-month Instructional Personnel (Anyone involved in delivering or supporting online instruction.)
 - 3. Central office staff (except Superintendent and Assistant Superintendent)
 - 4. Student services personnel and office staff
 - 5. 11-month Assistant Principals
 - ii. Employees Who Should Not Report to Work on a RLD
 - 1. Bus drivers, bus monitors
 - 2. School cafeteria staff (not including Managers)
 - iii. Employees Expected to Report to Work on a RLD
 - 1. Superintendent and Assistant Superintendent
 - 2. Principals and 12-month Assistant Principals
 - 3. Custodial staff
 - 4. Transportation personnel (excluding drivers/monitors)
 - 5. Maintenance and warehouse personnel
 - 6. School Nutrition Managers (unless otherwise directed/approved by SN Director)
 - 7. School Nutrition 12-month personnel
 - 8. Any positions not specifically listed in section A.a.i
- b. Optional Teacher Work Day (OWD) - Due to Inclement Weather

The district will communicate notification of an inclement weather optional teacher work day through media outlets, district messaging systems, the district website, and email.

- i. Bus drivers and school cafeteria staff (not including SN Managers and 12-month SN employees) shall not report to work.
- ii. All other employees are expected to report on an optional workday unless they elect to take annual or other appropriate earned leave.

B. PROCEDURES FOR MAKING UP MISSED DAYS

Pursuant to N.C.G.S. § 115C-84.2, the Board of Education, upon recommendation of the Superintendent, may make up missed days by adding days to the end of the school year.

Employees who choose not to report when expected may use compensatory time (must be

used first), take annual or other appropriate earned leave, or make up time during the same pay period, or take leave without pay.

If a day is not made up, an annual leave day will be deducted or designated unpaid if insufficient leave exists.

C. DELAYS AND EARLY DISMISSALS

On delayed openings, school-based personnel must report at least 30 minutes before students arrive. There are certain positions (i.e., bus drivers, custodians, and school nutrition staff) that are required to report earlier, provided it is safe to do so. If an employee does not feel it is safe, they must contact their immediate supervisor. On early release days, personnel must remain on site at least 30 minutes after dismissal unless released by the Principal.

Twelve-month and non-school-based employees report as scheduled unless otherwise directed or permitted by the Superintendent or designee.

D. RECORD KEEPING AND COMMUNICATION

Principals and supervisors must inform staff of reporting expectations and ensure accurate attendance and leave accounting.

Employees must monitor official communication channels during inclement weather for special instructions.

Legal Ref: N.C.G.S. § 115C-84.2

Adopted: October 2026