Leave Adjustments for Early Dismissal/Closure

Staff Impacted: IAP and ESP Staff

Leave Type	Districtwide Closure		Worksite Closure	
	Inclement Weather	Holiday Early Release	Emergency Disruption	Administrative Discretion
FMLA- With Pay	YES	YES	YES	YES
FMLA- Without Pay	YES	YES	YES	YES
Active Status - Paid Leave (1)	YES	NO	YES	YES
Active Status - Unpaid Leave	NO	NO	NO	NO
Workers Comp Paid (10 Free Days)	YES	YES	YES	YES
Workers Comp (FMLA-12 weeks if eligible) (Code FMLWC)-Indemnity Pay	YES	YES	YES	YES
Workers Comp Un-Paid (Code WC)	Contact HR/Risk Mgmt	Contact HR/Risk Mgmt	Contact HR/Risk Mgmt	Contact HR/Risk Mgmt
Suspension With Pay	NO	NO	NO	NO
Suspension Without Pay	NO	NO	NO	NO

Policy Notes & Guidance

YES: Leave time is adjusted/credited for early dismissal hours; staff are not charged leave during authorized closure.

NO: No leave adjustment is made; staff remain on scheduled leave deduction or unpaid status without adjustment.

(1) "Active Status - Paid Leave" includes: Annual, Sick, Personal, Temporary Duties, Comp Time (being used)

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