

School Day Cancellation Work Schedule Procedure

Type of Employee	Required Action
244 employees (Exempt and Non-exempt employees)	Normal work day.
Non-Exempt Employees working less than 209 days	Do <u>not</u> report to work unless Human Resources has advised you to work. All days will be made up after the original scheduled last day of school. Secretaries working 209 days or more may take a pto <u>with their administrator's permission</u> .
Exempt Employees working more than 182 days on a regular (not extra duty) contract. (Examples include elementary principals, assistant principals, ROTC teachers)	Normal work day. Last day on contract will not change. PDO <u>may be taken if approved by administrator</u> .
Kids Country Regular Contract/Comp Summary Employees (Exempt and Non-exempt employees working less than 244 days)	Normal work day. Last day on contract will not change. Days at end of school year after the current contract end date will be paid as worked on an hourly basis (Timesheet Days).

Employees that are required to work on a day that school is cancelled may take either VAC/VTO or PDO/PTO with their administrator's approval.