

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 5.602

Procedures and Leave Accountability

Guidance for Snow Days

August 13, 2019

Procedures and Leave Accountability Guidance for Snow Days

Staff members (licensed and support) will not be required to report to work if schools are closed due to snow or other inclement weather up to a maximum of ten (10) days per academic year. All employees should enter “snow day” for these days into the Skyward leave system for supervisor approval.

Essential operational personnel (including members of maintenance staff and head building custodians) do report to work during the first ten (10) snow days. These staff members will be designated and notified in advance by the Supervisor of Maintenance and Building Principals. Other operational personnel may also be required to report by their immediate supervisors. Any non-exempt staff member who is required to report to work during the first ten (10) days should request approval of compensatory time from their supervisor.

Procedures and Leave Guidance for additional snow days beyond ten days:

The Board of Education will determine appropriate calendar changes (make-up days) for any days lost beyond ten days. Employees unable to report to work on any days beyond ten inclement weather days may enter any of the following options into the Skyward leave system for supervisor approval: Vacation, Emergency/Personal Leave, or WOOF (working out of office with supervisor approval). The WOOF code should also be used for employees who enter into makeup time arrangements with supervisors. If none of these options is appropriate, LWOP (leave without pay) should be entered.