

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 5.602(A) Procedures and Leave Accountability Guidance for Snow Days

December 16, 2025

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 eight (8) days per academic year. Payroll will enter a “snow day” for all employees into the system.

Essential operational personnel (including members of maintenance staff and head building custodians) do report to work during the first eight (8) snow days. These staff members will be designated and notified in advance by the Director of Maintenance and Operations as well as 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 eight (8) days should request approval of compensatory time from their supervisor.

Procedures and Leave Guidance for additional snow days beyond eight (8) days:

The Board of Education will determine appropriate calendar changes (make-up days) for any days lost beyond eight (8) days. Employees unable to report to work on any days beyond eight (8) inclement weather days may enter either of the following options in the Skyward leave system for supervisor approval: Vacation or Emergency/Personal Leave. If neither of these options are appropriate or available then leave without pay should be entered.