

Time Reporting / Leave Protocol and Closures – the following apply to employees who are not designated as essential employees by their departments. Employees who are designated as essential are expected to work their scheduled shifts.

If the School closes due to weather or other emergencies (either a full or partial day), individuals who had previously been approved for leave during the period of closure will be charged leave as though no closure had occurred. For full day closures, individuals who were scheduled to be at work during the closure will not be charged leave for the period of the closure.

For partial-day closures, such as a delayed opening or an early closure, individuals who were scheduled to work during the period of the closure will not be charged leave for the closure period *if they work the remaining portion of the day when the School was open*. On days when there is a partial closure (either a delayed opening or an early closure), individuals who were scheduled to be at work but who do not come to work for the period when the school is open will be charged annual leave for the entire day.