

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.1R1

Effective Date: 08/24/09

Revised Date: 03/06/14 *Denotes change

Section: Personnel

Subject: Procedures for *Support Personnel Making Up Days Lost Due to Unscheduled School Closings

Related Policy:

I. DEFINITIONS

II. PROCEDURES

At times, emergencies such as severe weather or power failures can disrupt school operations. In extreme cases, these circumstances may require the closing of work sites. In the event that such an emergency occurs during scheduled working hours, you will be required to make up the lost time with prior permission from your principal.

All lost time must be completed on a non-scheduled work day. All Snow Day Make-up Sheets with your principal's signature must be given to Lisa Isley in the Central Office no later than 3:00 p.m. on *May 1st. Any lost time not completed by May 30 will be deducted from your *May check.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools