



HENDERSON COUNTY PUBLIC SCHOOLS

Inclement Weather Announcements

Schools are closed - It is an **ANNUAL LEAVE DAY**

- Ten month employees do not report to work. An annual leave day from the school calendar will be used for this day.
- Eleven and twelve month employees, assistant principals, school office staff, central office staff, may work or opt to use accrued annual leave. On annual leave days due to inclement weather, assistant principals, office staff and custodial staff should contact their respective Principal/Director.
- Principals report to work. If a Principal wishes not to work on an inclement weather annual leave day, they should contact the Superintendent.

Schools are closed - It is an **OPTIONAL TEACHER WORKDAY**

- Teachers report to work or they may opt to use accrued annual leave. Teachers without accrued annual leave will need to report to work. If an employee believes conditions are too hazardous for safe travel, the employee should contact their supervisor to discuss the matter. This day will need to be made up at a time agreed upon by the employee and supervisor. The employee can examine their payroll check on-line to review their leave balance. (Ref. GS 115c-316)
- Eleven and twelve month employees, assistant principals, school office staff, central office staff, may work or opt to use accrued annual leave. On optional teacher workdays due to inclement weather, assistant principals, office staff and custodial staff should contact their respective Principal/Director.
- Principals report to work. If a Principal wishes not to work on an inclement weather optional teacher work day, they should contact the Superintendent.

Schools are closed - It is a **REQUIRED TEACHER WORKDAY**

- Teachers report to work. If an employee believes conditions are too hazardous for safe travel, the employee should contact their supervisor to discuss the matter. This day will need to be made up at a time agreed upon by the employee and supervisor. (Ref. GS 115c-316)
- Eleven and twelve month employees report to work.
- Principals report to work.
- Schools are CLOSED for all employees.
- This announcement means that you are not to report work. Some categories of employees may need to work on these days by the request of their immediate supervisor, such as maintenance, transportation i.e.

Schools will open on a **TWO-HOUR DELAY** or **THREE-HOUR DELAY**

- A two-hour or three-hour delay is just that—schools will open two/three hours after the regular opening time for students.
- Principals are encouraged to develop contingency plans to supervise students who arrive early. A two/three-hour delay is for students only, staff should report at regular time. However, if an employee believes conditions are too hazardous for safe travel, the employee should contact their supervisor to discuss the matter.

Schools will be **DISMISSED** at (a specified time)

- Closings that occur after the school day has begun are difficult to plan. We will usually announce the dismissal in terms of a specific time such as: "The Henderson County Public Schools will be dismissed at 10:30 a.m." In this case, principals must arrange the dismissal relative to their specific situation.