



Inclement Weather Options Form

Date: _____ (use one form per date)

Name: _____

Location: _____

Office Only: Approved in Timekeeper/Payroll _____ (initials)

_____ **Annual Leave Day:** Choose the code for an annual leave day for the date noted above. Put this information in Timekeeper. An annual leave day will be deducted from your balance of annual leave. You must have annual leave days beyond those required by the current calendar.

_____ **17-18 Bonus Leave Days:** Use one or all of the 17-18 Bonus Leave Days provided by the state this year. Place the appropriate code in Timekeeper. These are like annual leave days and will be deducted from your balance.

_____ **Sick Leave Day:** If on the date noted above you were legitimately ill and would have used sick leave for that day if school had not been called for inclement weather. Put the code for sick leave for the day noted above in Timekeeper.

_____ **Professional Leave:** If you were at a previously arranged professional development opportunity on the date noted above. Please provide evidence of the opportunity to your principal/supervisor and place the appropriate codes in Timekeeper.

_____ **Traded Time (code 65 – certified) / Other Paid Leave (code 61 – classified):** Put the appropriate code in timekeeper based on your position. Make notes in timekeeper as to evidence of things previously done during this school year to make up time or things that will be done prior to May 15 this school year to make up time.

If you use your ENERGY BUS pass, this would also be the code (NOTES = ENERGY BUS PASS). Turn your pass in to your principal.

_____ **Personal Day** (teachers only)

_____ **Comp Time** (classified staff only)

_____ **I worked** (Timekeeper should show a sign in on the day noted above)

_____ **Work from Home:** In situations where 3 or more consecutive days are missed due to inclement weather, one (1) of those days can be approved by principals as a work from home day with evidence of work completed. Use code 61 or 65.

Employee Signature: _____

Supervisor Signature: _____

