



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

ABSENCE DUE TO EXTREME WEATHER CONDITIONS | 4007.1

Absences on days when an employee is required by schedule to be at work and the employee cannot reach work due to extreme weather conditions (e.g., heavy snow, ice, rainstorms), the employee will not be paid for the absence. Sick leave may not be used for such an absence unless the sickness is documented with an appropriate medical excuse. Employees who are entitled to vacation may request the use of such vacation to offset the loss of time/day. Personal days, if available, may also be used. In all cases, the employee is required to telephone the appropriate supervisor.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.

Authorizing Code	RCCSD Board of Education Policy 4007
Office Responsible	CFO
Attachments	N/A

Issued August 23, 2010
Revised N/A