

INCLEMENT WEATHER: ABSENCES

If weather conditions warrant the closing of East Dakota Educational Cooperative offices, schools or residential facilities, the Director will notify supervisors who will in turn notify those they supervise. If offices, schools, or residential facilities are declared closed by the Director, staff will not be required to take leave, but may be required to work a make-up day.

Staff who are assigned to work within a school district will follow the makeup day schedule of that district.

If East Dakota Educational Cooperative offices, schools, or residential facilities remain open and personnel are not able to report for duty due to inclement weather, three alternatives will be available:

1. Staff may take the day as an annual, scheduled absence or personal leave day;
2. Staff not responsible for delivery of direct services to students and whose schedules are not driven by the school calendar may make up the day's work with approval of their supervisor;
3. If all other leave is exhausted, a staff member may request leave without pay with the Director's approval.

Policy Adopted: February 15, 1998

Revised: June 16, 2010