



DATE: November 21, 2023

TO: Licensed Staff

FROM: Brian Haats, Human Resources Director

**C: Administrators
Office Managers**

RE: Inclement Weather Procedures for Licensed Staff

The procedures provided below are based on Hillsboro School District Board Policy EBCD: Emergency School Closures and EBCD-AR: Procedures for School Closures or Delayed Opening and Article 8 of the Licensed/Management Agreement.

School Closure:

- When school is closed due to inclement weather, licensed staff are not to report to work.*
- Previously scheduled leave days will not be deducted except in the case of a unit member who is on a long-term leave at the time of the closure. Long-term leave is defined as any leave lasting four (4) weeks or more.**

Delayed Opening:

- When school openings are delayed, the expectation is that members will begin their workday an equivalent amount of time as the delayed opening.

*If Board approved make-up days are scheduled for students, members will work these days without additional pay so long as the total days do not exceed the number stipulated in the contract.

**If a unit member on a long-term leave is asked to return for scheduled make-up days, that time will be restored to the unit member's sick or personal leave bank, or the make-up time will be paid at the unit member's per diem rate.

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