

**DeSoto County Schools**  
**Inclement Weather Procedures for Employees**

<b>Employment Category</b>	<b># of Days Employed</b>	<b>School Cancellation</b> (*Leave Options Not Available for Less than 230 day employees.)	<b>Central Services &amp; School Cancellation</b> (*Leave Options Not Available)	<b>Early Dismissal</b>	<b>Delayed Start</b>	<b>Leave Options</b>
<b>Exempt Employees</b> <i>(Central Services &amp; School Level Employees)</i>	230 Days	Work Normal Schedule	**Do <b><u>Not</u></b> Report to Work	Work Normal Schedule	Work Normal Schedule	Personal Leave Vacation Leave
<b>Non-Exempt Hourly Employees</b> <i>(Central Services &amp; School Level Employees)</i>	230 Days	Work Normal Schedule	**Do <b><u>Not</u></b> Report to Work	Work Normal Schedule	Work Normal Schedule	Comp. Time (Exhaust First) Personal Leave Vacation Leave Leave With Out Pay
<b>Exempt Employee Teacher Rule</b> <i>(Central Services &amp; School Level Employees)</i>	230 Days	Work Normal Schedule	**Do <b><u>Not</u></b> Report to Work	Work Normal Schedule	Work Normal Schedule	Personal Leave Vacation Leave
<b>Assistant Principals Cafeteria Managers</b> <i>(School Level Employees)</i>	Less than 230 Days	**Do <b><u>Not</u></b> Report to Work	**Do <b><u>Not</u></b> Report to Work	Work Normal Schedule <i>(Required to use accruals if employee works less than 4 hours &amp; 1 minute)</i>	Work Normal Schedule <i>(Required to use accruals if employee works less than 4 hours &amp; 1 minute)</i>	Personal Leave
<b>Exempt Employees Teacher Rule</b> <i>(Central Services &amp; School Level Employees)</i>	Less than 230 Days	**Do <b><u>Not</u></b> Report to Work	**Do <b><u>Not</u></b> Report to Work	End of Day Schedule Reduced by the Amount of Time as Determined by District Officials <b><u>or</u></b> Can Complete Normal Work Schedule <i>(Employees not required to clock out unless employees leave prior to the new dismissal time.) (Full day absences require 8 hours of applicable accruals.)</i>	Start of Day Schedule Reduced by the Amount of Time as Determined by District Officials <b><u>or</u></b> Can Complete Normal Work Schedule <i>(Full day absences require 8 hours of applicable accruals.)</i>	Personal Leave
<b>Non-Exempt Hourly Employees</b> <i>(Central Services &amp; School Level Employees)</i>	Less than 230 Days	**Do <b><u>Not</u></b> Report to Work	**Do <b><u>Not</u></b> Report to Work	End of Day Schedule Reduced by the Amount of Time as Determined by District Officials <b><u>or</u></b> Can Complete Normal Work Schedule <i>(Full day absences require 8 hours of applicable accruals.)</i>	Start of Day Schedule Reduced by the Amount of Time as Determined by District Officials <b><u>or</u></b> Can Complete Normal Work Schedule <i>(Full day absences require 8 hours of applicable accruals.)</i>	Comp. Time (Exhaust First) Personal Leave Leave Without Pay <i>(Hours will not be made up during the work week.)</i>

\*Sick leave may only be used for an illness or physical disability. Sick leave may not be used for an absence due to inclement weather.

\*\*Leave Options Not Available.

Revised 1/18/2018