

CATEGORY	EARLY RELEASE	INTERRUPTED DAY	E-LEARNING DAY	SNOW/INCLEMENT WEATHER DAY
<b>DEFINITION</b>	School is dismissed after five clock hours of instruction.	School is canceled for students after one hour of instruction.	School is canceled for students before the start of the school day and an e-learning day is declared. School day does not need to be made up at end of school year. Keil Administration Building is open to the public with announced hours.	School is canceled for students before the start of the school day. An emergency day will be used at the end of the school year to make up the snow day. School day will be made up at end of school year.
<b>Administrators (DLT) &amp; Building Administrators</b> (Principals & Assist Principals)	Remain at work for the remainder of the workday.	Remain at work for the remainder of the workday.	This is a workday with the option to work from home <b>with the approval of your supervisor</b> , maintaining regular office hours.	This is a workday with the option to work from home <b>with the approval of your supervisor</b> , maintaining regular office hours. Administrators may use available benefit day (personal or vacation).

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Administrative Support	Remain at work for the remainder of the workday. With the approval of their supervisor(s), may use accrued vacation or personal days if unable to remain at work.	Remain at work for the remainder of the workday. With the approval of their supervisor(s), may use accrued vacation or personal days if unable to remain at work.	This is a workday with the option to work from home <b>with the approval of your supervisor</b> , maintaining regular office hours. With the approval of their supervisor, the employee may use accrued personal or vacation days if unable to come to work.	This is a workday with the option to work from home <b>with the approval of your supervisor</b> , maintaining regular office hours. Administrator Support may use available benefit day (personal or vacation).

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<b>Certified Staff (DEA) &amp; Long Term Subs</b> (Contact HR Dept)	Remain at work for 15 minutes after the students' instructional day has ended.	Remain at work for 15 minutes after the students' instructional day has ended.	Work from home and hold office hours from 10:00am-12:00pm to answer questions, emails, communicate with administration, and parents.	School is canceled for teaching staff. An emergency day at the end of the year will be used to make up the school day.

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<b>Clerical (DESPA)</b>	Remain at work for the remainder of the work day. May use accrued vacation, personal or sick time to receive pay for the remainder of the day, or take the remainder of the day without pay, at the employee's option.	Remain at work for the remainder of the work day. May use accrued vacation, personal or sick time to receive pay for the remainder of the day, or take the remainder of the day without pay, at the employee's option.	With supervisor approval this is a workday with the option to work from home, maintaining regular office hours. May use accrued vacation, personal or sick time at the employee's option or take the day off without pay.	With supervisor approval this is a workday with the option to work from home, maintaining regular office hours. May use accrued vacation, personal or sick time at the employee's option, or take the day off without pay.

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<b>Custodial (SEIU "A" Team)</b>	Remain at work for the remainder of the day. If unable to do so, accrued vacation or personal time may be used in order to be paid for the remainder of the workday.	Remain at work for the remainder of the day. If unable to do so, accrued vacation or personal time may be used in order to be paid for the remainder of the workday.	This constitutes a workday. Any exception must be made by the Director of B&G in advance.	This constitutes a workday.

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<b>Maintenance (SEIU "B" Team)</b>	Remain at work for the remainder of the day. If unable to do so, accrued vacation or personal time may be used in order to be paid for the remainder of the workday.	Remain at work for the remainder of the day. If unable to do so, accrued vacation or personal time may be used in order to be paid for the remainder of the workday.	This constitutes a workday. Any exception must be made by the Director of B&G in advance.	This constitutes a workday.

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<b>Teaching Assistants (DFTA)</b>	Employees work with their principals to see if their assistance is needed. For any hours not worked, they may submit sick time accrued in this pay period.	Employees work with their principals to see if their assistance is needed. For any hours not worked, they may submit sick time accrued in this pay period.	Work from home on professional development activities per <a href="#">the choice board</a> .	School is canceled for teaching assistants. An emergency day at the end of the year will be used to make up the school day.

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<b>Teamsters</b>	Remain at work for the remainder of the day. If unable to do so, accrued vacation or personal time may be used in order to be paid for the remainder of the workday.	Remain at work for the remainder of the day. If unable to do so, accrued vacation or personal time may be used in order to be paid for the remainder of the workday.	This constitutes a workday. Any exception must be made by the Director of B&G in advance.	This constitutes a workday.



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Security Guards (SEIU "C" Team)	Remain at work for at least ten minutes after the students' instructional day has ended.	Remain at work for at least ten minutes after the students' instructional day has ended.	Report to work for a minimum of 2.0 hours. Any exception must be made by the Safety & Security Administrator in advance. Employees will be paid for a full shift per <a href="#">105 ILCS 5/10-20.56</a> .	School is canceled for security staff. An emergency day at the end of the year will be used to make up the school day.

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<b>Non-Contractual Hourly/Daily Employees</b>	Employees work with their principals to see if their assistance is needed.	Employees work with their principals to see if their assistance is needed.	Do not report to work. Employees will be paid for a full work day per <a href="#">105 ILCS 5/10-20.56</a> .	School is canceled for hourly employees. An emergency day at the end of the year will be used to make up the school day.