

**EMPLOYEE ABSENCE DUE
TO INCLEMENT WEATHER**

If an employee of the Pickens County Board of Education, due to inclement weather or other reasons, is not able to get to their respective work place on a regularly scheduled in-service day, called in-service day or regular school day, the following five options are available to the employee in priority order:

1. Arrange to make up the day(s) missed with immediate supervisor where appropriate.
2. Twelve month employees may use a vacation day.
3. Take personal leave if the employee has not used the allotted three (3) days as of absence.
4. Use sick leave (regular sick leave rules apply), BOE Policy GBRI.
5. If the employee cannot use any of the four options above, the employee's pay will be reduced by the equivalent of one day's pay.