



To: Harlem School District Certified and Support Staff (Non Twelve-Month)
From: J. Scott Rollinson, Assistant Superintendent for Human Resources
Date: February 12, 2019
Re: Hazardous Weather Make Up Time Required – Part II

Hazardous Weather Make Up Time Protocol and Frequently Asked Questions 2019 – Part II

There have been many questions asked regarding this year's snow/cold days. In short, the District builds into its calendar five (5) hazardous weather days per year that are required student attendance make-up days. As of Monday, February 11, we have utilized all of these days, taking our last student attendance day to June 3, 2019 with our last Teacher's Institute Day **June 4**, 2019.

Pursuant to Illinois School Code, Act of God Days may only be applied for after the district has exhausted all of the Proposed Emergency Days built into the Proposed Calendar. Act of God Days may only be used for a condition beyond the control of the district that poses a hazardous threat to the health and safety of the students. These days must be approved by the Regional Superintendent and State Superintendent of Education. Act of God Days reduce the required number of student attendance days in the Public School Calendar, but do not negatively impact General State Aid. (Citation 105 ILCS 5/18-12)

Our sixth hazardous weather day was Thursday, February 7, 2019 and our seventh hazardous day was today, February 12, 2019. Because of these extra hazardous weather days, **certified staff and non-twelve-month support staff employees** will be required to make up time missed due to this day. Twelve-month certified and support staff will be required to make up their missed work day utilizing the normal protocol implemented in the case of emergencies when a building has needed to close during a regular work day, etc.

Therefore, **all non-twelve-month staff** will be required to make up each day including and beyond Thursday, February 12 in which the district has been closed for hazardous weather related reasons. Each make-up day required will be the equivalent of five (5) hours in length. *For staff who do not work five hours or more as part of their normal workday, their make-up time due will be the number of hours they work in a day, per missed day. (Example: a 3-hour employee who missed 1 hazardous weather day would need to make up 3 hours per day missed beginning February 7, 2019).*

Staff will be required to submit a Hazardous Weather Day Make-Up timesheet, and will be required to work with their building administrators regarding the make-up of this time. Please submit timesheets as you complete the necessary make-up hours. A copy of the Hazardous Day timesheet is attached at the end of this memo.

This time must be made up before June 30, 2019 in order to avoid a dock day on the pay period following June 30.



Any staff members who choose not to make up the time, or do not make up the required time, will be issued a dock day. Staff members who choose not to make up this time may opt to incur a dock day by indicating this preference on the Hazardous Weather Make-Up Timesheet.

The frequently asked questions below will help to clarify some of the expectations for the make-up of the hazardous weather day(s):

1. Does make-up time need to be preapproved?

It would not need to be pre-approved but the make-up time needs to be signed off by the principal or direct administrative supervisor after completion. If a person chooses to take a dock day, there is a place on the timesheet for him or her to note this option, have it signed off on by the supervising administrator, and then submit to the Payroll Department. A copy of the Hazardous Weather Make-Up Timesheet is attached to this document.

2. When can I make up my time?

Time may be made up before school, after school, during spring break or during the summer before June 30, 2019.

3. Can I make up my time before school?

Yes, you may make up your time before school. Please keep in mind that make-up time must be made up in increments of **one half of an hour** (30 minutes) or more.

4. Is there a minimum increment that can be made up at a time, or can I come in 5 minutes early for the next 60 days?

A minimum increment of make-up time will be 30 minutes. Employees need to make-up five hours per Hazardous Weather Day beginning February 7, 2019. Employees not regularly scheduled to work at least five hours per day will make up their regularly scheduled workday hours for each Hazardous Weather Day.

5. If someone worked a day last week that school was cancelled (prior to February 7, 2019), can that count as their make-up time?

The timeframe would be from February 7, 2019. The time would need to be made up at the school and could occur before school, after school, on spring break or over the summer.

6. How do I know when my building will be accessible for me to make up the hours?

Staff should work with their building administrator to determine the accessibility of buildings.

7. Is there a definite end date by which the time must be made up?

All timesheets must be signed off by your building administrator and submitted to HR by June 30, 2019. Please keep in mind that timesheets should be submitted as time is completed. Please do not wait until the last minute to submit a timesheet for dates made up.

8. What if I am currently out on pre-approved leave? Do I count this as a sick day and not make it up? Or is my day not counted and I have to make up the day?

If you are currently out on pre-approved leave, this day would go toward the employee's FMLA and sick entitlement, so the employee would use a sick day and not make it up.

9. Can I use a personal day rather than a dock day?

Yes. You can do this by indicating it on the timesheet as a personal day. **If you choose this option you will not be eligible for the perfect attendance bonus.**

10. Do I need to have my time sheet signed the same day I work the make-up time? Or can I complete my hours and then get my Administrator's signature?

It is acceptable to wait and have your Administrator sign off on your timesheet after you have completed all of your makeup time, even if this is over a series of days. Your timesheet should be submitted by the end of each month makeup work has occurred and before the final submission due date.

11. Am I allowed to bank hours ahead of time on the off chance we have additional days of inclement weather?

No. Time must be made up only after a Hazardous Weather Day has been designated in order to keep this process clean.

12. If support staff members choose to take a dock day, will this affect their perfect attendance standing and make them ineligible for the bonus?

Yes, choosing a dock day would affect a support staff member's perfect attendance and make them ineligible for the bonus.

13. Can I make up 1.5 hours at a time, or only 30 minutes at a time?

It is acceptable to make up MORE THAN 30 minutes at a time. The **minimum increment** of make-up time must be no less than 30 minutes.

14. Does make-up time have to be made up at school, or can it be at home?

Time due for a make-up day must be made up in the workplace.

15. I am a certified staff member who came in to work on February 7. Does this time count towards the make-up time?

Yes. Make-up time began on February 7, 2019. If a person worked on February 7, they may submit this time as make-up time.

If you have any questions after reviewing the FAQ's, please contact me.

HAZARDOUS WEATHER DAY MAKE-UP TIMESHEET

Payroll Time Sheet

Employee's Name: _____ Building or Bus No. _____

Hazardous Weather Day: _____ Position: _____

Regular Hours Per Day: _____

***If you work in more than one building, please indicate which building you made up the time in.**

Date	A.M.	P.M.	Total	Date	A.M	P.M.	Total
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			

13				28			
14				29			
15				30			
				31			

Make-Up Time/Hours: _____

Time sheets must be returned to the HR Department no later than June 30, 2019 to avoid dock days for Hazardous Weather beginning February 7, 2019.

____ I choose not to make up my time for the Hazardous Weather Day on _____. Please dock my pay. I understand that once I have opted for this dock, I cannot change my mind and will not be eligible to make up the Hazardous Weather Day. **I understand I will not be eligible for the perfect attendance bonus by choosing this option.**

____ I choose to take a personal day in lieu of making up my time. **You will not be eligible for the perfect attendance bonus (support staff) by choosing this option.**

Employee Signature: _____

Supervisor Signature: _____