

Inclement Weather Fast Facts

With the recent school closures due to Inclement Weather, we wanted to provide the following guidance on how to enter time, when applicable. Refer to the following table to identify how you will enter time for inclement weather:

Group	Time Entry Type
1199	Select Inclement Weather – Went to Work , when you went into work and enter the time you are there. You will be paid for the full day, plus the hours you were there. Or Select Inclement Weather – Stayed Home and enter your standard worked time.
Assistant Custodians and Labors	Standard Time Entry process or take Sick/Vacation/Special Privilege time.
Custodians	Standard Time Entry process or take Sick/Vacation/Special Privilege time.
Assistant Principals and Principals	Select Facility Closed and enter your standard worked time.
Bus Drivers	Select Inclement Weather – Went to Work , when you went into work and enter the time you are there. You will be paid for the full day, plus the hours you were there. Or Select Inclement Weather – Stayed Home and enter your standard worked time.
CTU	For Inclement Weather, do nothing. No Time Entry Required, it is counted as a paid day.
Non-union	Select Facility Closed and enter your standard worked time. Note: When there is an Administrative Delay, select Facility Closed and enter number of hours for the delay.
Non-Union substitutes	Not eligible for pay, no time entry required.
Security Officer	Select Inclement Weather – Went to Work , when you went into work and enter the time you are there. You will be paid for the full day, plus the hours you were there. Or Select Inclement Weather – Stayed Home and enter your standard worked time.
Sub Secretaries	Not eligible for pay, no time entry required.
Sub Teachers and Sub Paras	If in same job assignment for 6 or more days, you will get paid for inclement weather, no time entry required. Time will come in from SmartFindExpress If in same job for less than 5 days, you are not eligible for payment for inclement weather.
Trades	Standard Time Entry process or take Sick/Vacation/Special Privilege time.
Truck Drivers	Select Inclement Weather – Went to Work , when you went into work and enter the time you are there. You will be paid for the full day, plus the hours you were there. Or Select Inclement Weather – Stayed Home and enter your standard worked time.