

## Inclement Weather/School Closings

In the event inclement weather results in facility closure or delayed start, time entry in Workday may vary from your normal day-to-day time entry process. Refer to the table below for details on how to enter time for inclement weather. Read the table carefully to ensure you are following the correct time entry instructions.

Group	Time Entry Type
<b>District 1199</b>	<p>Select Inclement Weather-Went to Work, enter the hours worked. Indicate if you "Worked Through Lunch" (Yes or No). You will be paid for your scheduled hours plus the hours worked.</p> <p style="text-align: center;"><b>OR</b></p> <p>Select Inclement Weather - Stayed Home, enter scheduled hours.</p>
<b>Local 860</b>	<p>Select Inclement Weather-Went to Work, enter the hours worked. Indicate if you "Worked Through Lunch" (Yes or No). You will be paid for your scheduled hours plus the hours worked.</p> <p style="text-align: center;"><b>OR</b></p> <p>Select Inclement Weather - Stayed Home, enter scheduled hours.</p>
<b>Local 777</b>	<p>Select Inclement Weather-Went to Work, enter the hours worked. Indicate if you "Worked Through Lunch" (Yes or No). You will be paid for your scheduled hours plus the hours worked.</p> <p style="text-align: center;"><b>OR</b></p> <p>Select Inclement Weather - Stayed Home, enter scheduled hours.</p>
<b>Local 407</b>	<p>Select Inclement Weather-Went to Work, enter the hours worked. Indicate if you "Worked Through Lunch" (Yes or No). You will be paid for your scheduled hours plus the hours worked.</p> <p style="text-align: center;"><b>OR</b></p> <p>Select Inclement Weather - Stayed Home, enter scheduled hours.</p>
<b>Local 436 (Truck Driver's)</b>	<p>Select Inclement Weather-Went to Work, enter the hours worked. Indicate if you "Worked Through Lunch" (Yes or No). You will be paid for your scheduled hours plus the hours worked <b>(if district closed only)</b>.</p> <p style="text-align: center;"><b>OR</b></p> <p>Select Inclement Weather - Stayed Home, enter scheduled hours worked <b>(if district closed only)</b>.</p> <p>When only schools are closed, you are required to work. If you do not report to work, you must use Vacation, Sick, or Special Privilege time.</p>
<b>OPBA (Security Officer)</b>	<p>Select Inclement Weather-Went to Work, enter the hours worked. Indicate if you "Worked Through Lunch" (Yes or No). You will be paid for your scheduled hours plus the hours worked.</p> <p style="text-align: center;"><b>OR</b></p> <p>Select Inclement Weather - Stayed Home, enter scheduled hours.</p>
<b>Trades CTU</b>	<p>Standard Time Entry process or take Vacation, Sick, or Special Privilege time.</p> <p>Use Standard Time Entry process.</p>
<b>Sub Secretaries</b>	Not eligible for pay for inclement weather, no time entered required.

<b>Sub Teacher's and Sub Para's</b>	<p>If you are in this same job for 6 or more days, you will be paid for inclement weather, no time entry is required. Time will come from SmartFind Express.</p> <p>If you are in the same job for less than 5 days, you <b>are not</b> eligible for payment for inclement weather.</p>
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<b>Non-Union Substitutes</b>	Not eligible for pay for inclement weather, no time entered required.
<b>Non-Union-Salary (Checkin/Check-out)</b>	Select Facilities Closed and enter your standard scheduled hours.
<b>Non-Union Exempt</b>	Follow the standard Time Entry process or take Vacation, Sick, or Special Privilege time.