

POLICY:

Due to the mission of the SCHRA, it is critical that services be provided to clients, whenever possible.

SCHRA Sites will officially close only if the County Mayors of their respected counties close County Government offices.

1) Administrative leave will be granted when the offices have been officially closed by the County Mayor and should be reflected as administrative leave on the time sheet. In instances when the offices are not officially closed, but the employee feels he/she is unable to make it to and from work, they will be required to take annual leave. Introductory employees are permitted to use earned annual leave when inclement weather/natural disaster prohibits them from getting to work.

**** SPECIAL NOTE ****

WHEN SCHOOLS CLOSE

**HS/EHS CENTER STAFF & NUTRITION MEAL SITE STAFF
WILL FOLLOW THE STEPS BELOW**

2) Because inclement weather/natural disaster can vary to a great degree from county to county, there is a need to make decisions of closing centers and offices by county.

a.) Head Start/Early Head Start centers will be closed when the school system(s) in their respective county close(s). Employees will be allowed to take vacation time or leave without pay for these day(s). HS/EHS staff should listen to the local radio station.

b.) Nutrition sites will be closed when the school system(s) in their respective county close(s). However, if the County Mayor in their respective county has not officially closed County Government offices, Nutrition employees may report to work. Nutrition staff should listen to the local radio station.

- 3) The County Mayor or designee will notify the local radio station of school closings in their county.
- 4) If inclement weather/natural disaster occurs during regular business hours, the County Mayor will notify the SCHRA Executive Director of the situation, and the local radio station will again be notified, along with a call to the agency offices.

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