

Policy number:	III-1	Subject:	DAYS OF ADMINISTRATIVE CLOSING
		Revision:	none
Approved:	Agency Board:	August 8, 1995	
	Policy Council:	August 23, 1995	

Objective:

To provide employees with additional days off from work upon specific occasions.

Policy:

Upon specific occasions, such as inclement weather situations, days may be designated by the management as days of administrative closing. During these days, employees on the active payroll will be forced to use annual leave or leave without pay. A medical statement is generally required if sick leave is used during a period of closing due to inclement weather. The program may eliminate scheduled holidays and declare that a snow day will replace a holiday. The Head Start Program reschedules all class days missed.

Procedure:

The Program Administrator and the Head Start Director will attempt to publicize days of administrative closing during inclement weather situations and generally, centers are closed when the school officials close public schools. Such days should be documented on the T&A form.

Head Start centers are required to operate a specific number of class days per grant period, and these days are generally rescheduled as directed on the Head Start work schedule calendar. Center work time, or the work week schedule, may be altered since class-time is generally made up the next available day not already scheduled for class or a specific inservice.