

### Classified, Non Traditional School Day Leave

	Working Expectations		
Staff Classification	Storm/Virtual Days	Full Day PD Days	Late Start/Early Out
Kitchen Staff	Not Working	On Site Full Day	Working Hours Only
Custodial Staff	Working as Able	On Site Full Day	Working Hours Only
Educational Classified Staff	Working as Able	On Site Full Day	Working Hours Only
Office Staff	Working as Able	On Site Full Day	Working Hours Only
Bus Drivers	Not Working	Not Working	Full Day

	Eligible for Leave for Non-Traditional Day		
Staff Classification	Storm/Virtual Days	Full Day PD Days	Late Start/Early Out
Kitchen Staff	Yes	No	Yes
Custodial Staff	Yes	No	Yes
Educational Classified Staff	Yes	No	Yes
Office Staff	Yes	No	Yes
Bus Drivers	Yes	Yes	No

**Non-Traditional School Day Leave:** The intent of non-traditional school day leave is to help make classified employee paychecks whole during times that the district needs a different educational model due to safety concerns or other school priorities.

Non-traditional school days are defined as virtual days, full day professional development days, and late start/early out days held between the first day of student instruction until the last day of student instruction.

Each nine (9) or twelve (12) month classified employee will be granted ten (10) days of leave for non-traditional school days per year. Classified employees will not be reimbursed for unused non-traditional leave days and cannot be carried over.

It is at the discretion of the superintendent if the leave can be used by each classified employee based on the expectations of the work performed by the employee during a non-traditional school day. Classified employees may also request to make up work missed during non-

traditional days if approved by the superintendent providing it does not extend beyond the 40 hour work week.

**End Montpelier Public School Non-traditional School Day Leave Policy....Adopted 09-14-2022**