

PERSONNEL
EMERGENCY CLOSINGS

Notification of Emergency Closings

For the most reliable postponement, closing and reopening information, employees and visitors of NJSBA should rely on the Inclement Weather Hotline (609) 278-5241.

NJSBA's goal is to keep the office open whenever possible. In the event of inclement weather, NJSBA will make every attempt to render a prompt decision regarding delayed openings and/or closings.

Decisions will be based on weather forecasts and the conditions surrounding the office. NJSBA will continue operation of essential services during inclement weather closings.

Issued: January 25, 1984

Revised: December 2, 1985
July 1, 1991
July 6, 1994
September 24, 2010

Emergency Closings/Staff on Leave

In instances when an employee has taken an approved leave and the Association offices are closed, opening is delayed or staff is dismissed early due to an emergency or inclement weather, the following rules shall apply in terms of credit toward leave used.

- A. When the Association office is closed for a full day, credit toward scheduled leave will be granted in all leave categories.
- B. When the Association office is closed for a half-day or more, credit toward scheduled leave will be granted in all leave categories.
- C. When the Association office is closed for any period of time less than 3-1/2 hours, no credit will be granted in any leave category.

Delayed Openings

In the event there is a delayed opening due to inclement weather, any employee, because of his/her perception of local weather conditions, may decide to remain at home. In these cases, the employee will advise his/her supervisor and the time off will be charged to either personal time, if available, or vacation time. In these instances, personal or vacation time may be taken in half hour increments.

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/4113.2R

PERSONNEL
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Issued: May 9, 1989
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Emergency Closings/Staff on Leave (continued)

Revised: November 19, 2002
September 24, 2010

See Also: GO/4151.1R Personal Leave
GO/4151.2R Leave for Death or Serious Illness in Family
GO/4152.1R Military Leave
GO/4152.2R Jury Duty Leave
GO/4153.1R Sick Leave
GO/4161R Association Holidays
GO/4162.1R Vacation Time
GO/4162.2 Vacation Leave