

TO: ALL EMPLOYEES  
FROM: PETE THEIS, ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES  
CC: DR. MARK McDONALD, SUPERINTENDENT  
RE: SCHOOL AND DISTRICT-WIDE CLOSINGS  
DATE: JANUARY 8, 2015

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Everyone at District 99 is a valuable member of the organization and contributes to the success of our schools. While we're all part of the same team, we follow different work schedules depending on our position. We want to ensure clarity in the event of closings due to weather or other circumstances.

Please be aware that there are two types of closings – School Closing and District-wide Closing:

1. In the event of a ***School Closing***, Employees who work **36 or 42 weeks** are not to report to work. Employees will make-up an additional day at the end of their scheduled Calendar.

All full-time, full-year, **52 week Employees** should report to work. If an Employee believes the conditions are too risky to allow for attendance, the Employee may use personal or vacation days.

**CMG Employees** should follow the direction of their supervisors and report to work. Our CMG Employees are critical in overseeing the safety and security of our facilities even when the buildings are closed. CMG Employees who are unable to report may use personal or vacation days.

2. In the rare event of a ***District-wide closing***, 52 week employees will be excused from attending work, and do not need to use personal or vacation days.

**CMG Employees** need to follow the direction of their supervisors regarding **reporting to work** on an overtime basis for a ***District-wide Closing*** day. It may be necessary for some CMG Employees to work so that we can be open for school the following day.

Please let me know if you have any questions or need clarification. Thank you for your understanding and support.