School Closing Announcements
(October 29, 2012)

Greenville County schools and offices operate on regular schedule unless otherwise noted. Decisions are made no later than 6:00 a.m. and communicated through the local media, The Schools Channel (Charter Channels 14 and 99), district website (www.greenville.k12.sc.us), and INFOLine (355-3100).

Media Announcement	**Impact on School Day/Work Day and After-School Activities**	**Impact on Employees**
Greenville County Schools – Closed.	Schools and offices closed. No day-time or after-school activities. Instructional day will be made up per school year calendar.	All - Do not report to work. * Teachers and other Non-12 Month School Employees – Missed work day made up on Makeup Day as part of required number of work days. * School and Department Employees Requiring Time Sheets – As applicable, if not working the day of closure, time made up through vacation, personal leave, comp time, and/or makeup of missed hours. Makeup time, resulting in overtime pay, must be approved by supervisor. * All Other 12-Month Employees (Exempt per Federal Labor Law) – Handle with individual supervisor.
Greenville County Schools - # Hour Delay. No Breakfast.	Schools and offices will start per designated delay. No impact on after-school activities.	All - Report designated hour(s) later than regular time. (Ex.: Report normal day at 7:30 AM, then report at 9:30 AM when 2 Hour Delay). Any deviation must be approved by the supervisor. Continue to watch/listen for possible update to Closing through media, The Schools Channel, district website, and INFOLine. * School and Department Employees Requiring Time Sheets – See "Closed Day" options.
Greenville County Schools – Dismissing at (time).	Schools will be dismissed at designated time. No after-school activities.	School Employees – Work regular number of minutes after students dismissed. Students should be supervised until picked up. Department Employees – Work until time communicated by District administration. * School and Department Employees Requiring Time Sheets – See "Closed Day" options.

NOTE #1: Employees should consider individual travel safety issues during inclement weather when schools and offices are delayed. Such considerations requiring an employee not to report at designated time should be discussed with his/her supervisor.
NOTE #2: Location supervisor and his/her designated staff (plant engineer, etc.) are expected to handle any building issues.