

WARREN COUNTY SCHOOLS

**SUPERINTENDENT REQUESTING
11- OR 12-MONTH EMPLOYEE
TO WORK ON INCLEMENT WEATHER DAY(S)
DESIGNATED AS PLAN 2**

Occasionally, the Superintendent will request some 11- and 12-month employees to work on inclement weather day(s) that is/are designated as Plan 2. When that occurs, the employee must complete and sign this form and turn in to the Superintendent for approval. This form should be completed within 10 days of the day(s) requested to work. Assistant Superintendents and Maintenance Department staff members do not have to complete this form because they are expected to report to work on days designated as Plan 2.

Employee Name: _____ Date: _____

Employee Signature: _____

Employee ID Number: _____ School/Department: _____

Inclement Weather Day(s) Requested by Superintendent to Work: _____

Required Work that Necessitated Request to Report to Work: _____

Individual That Will be Supervising Activity on Plan 2 Day(s):

Name: _____ Title: _____

Signature: _____ Date: _____

Approval of Superintendent:

Signature: _____ Date: _____