



# Chelsea Public Schools

## Office of the Superintendent

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## Payroll

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### Rules regarding paid time off for Crossing Guards

Effective January 1, 2014.

1. The following days can be treated as paid holidays for Crossing Guards under the following conditions:
  - Thanksgiving Day
  - Martin Luther King Jr. Day
  - Memorial Day
  - Labor Day
  - Columbus Day
  - Veterans Day

These holidays can be considered paid holidays if, 1) the holiday falls within the school year; 2) it is in the same week that school was open for students; and 3) the crossing guard worked on the day(s) school was open for that week.

2. Crossing guards are entitled to a maximum of five (5) paid snow days per school year as long as the snow day; 1) falls in the same week that school was open for students; and 2) the crossing guard worked on the day(s) school was open for that week. Crossing guards are only entitled to a maximum of one paid snow day per week.
3. Any required training or professional development will be paid at the crossing guard's hourly rate for the duration of the training
4. Crossing guards are not entitled to paid sick leave or any other paid leave not specifically listed herein.