



Use of Employee Codes

Effective October 2024

Updated January 30, 2026

(Employees should adjust their reporting time based on road conditions)

Certified Faculty - Members of ACS who are licensed by NCDPI

Classified Staff - Members of ACS who are not licensed by NCDPI

Employee Code A: No Day

- **School is closed** for all 10-month employees. This day will be made up on a designated makeup day.

11 and 12 – Month employees (e.g. Treasurers, Custodians, Data Managers, Principals, Assistant Principals, CO Staff, Maintenance, Bus Garage, etc.)

If reporting to work, report on a two-hour delay.

- Report to work, **OR**
- Use Annual Leave, **OR**
- Take the day without pay, **OR**
- Use comp time if applicable

Employee Code B: Optional Workday

(ACS employees should use good judgment when deciding whether to report to work. If travel conditions are not safe, employees should choose from one of the options listed under this code:

If reporting to work, report on a two-hour delay.

All employees:

- Report to work, **OR**
- Use Annual Leave, **OR**
- Use Day without pay, **OR**
- Use Comp time if applicable

Lunch Guidelines:

- Order-In Lunch
- 1 Hour Lunch in Town

Employee Code C: School Delay

Schools and offices will open with a two-hour delay. Teachers and staff DO NOT report until 9:25.

Emergency personnel must report to work on their regular time (e.g. custodians, maintenance, cafeteria staff).

Employee Code D: Essential Personnel Only

(10 month employee day will be made up - 11 & 12 months employees will have appropriate leave taken)

- Only essential personnel report to work during extreme weather conditions.
- Employees designated as essential will be notified by their supervisors.

Employee Code E: Remote Learning Day

Employees may work from their school or from home. If reporting to work, report on a two-hour delay.

- [Please see Remote Learning Day Document for Guidance](#)
- If you do not report, you must use a day or clock-in remotely.

11 and 12 – Month employees (e.g. Treasurers, Data Managers, Principals, Assistant Principals, CO Staff, Bus Garage, etc.). Report on a two-hour delay.

Custodians and Maintenance to report at their regular time.

- Report to work or Clock-In to Work, **OR**
- Use Annual Leave (only those who do not earn personal leave or require a sub can take AL), **OR**
- Take the day without pay, **OR**
- Use comp time if applicable (job specific)

Lunch Guidelines:

- Order-In Lunch
 - Cannot go out to eat

Employee Code F: Annual Leave Day Replacement

Code F applies when an otherwise scheduled day is replaced with an Annual Leave day on the school calendar.

- All 10-month and 11-month employees will not report to work on the designated Annual Leave day.
- All affected employees must use an Annual Leave day for that date.
- The otherwise scheduled day will be made up and reflected on the updated school calendar.
- No alternative work option is available for employees on a Code F day.

12 – Month employees (e.g. Treasurers, Custodians, Data Managers, Principals, CO Staff, Maintenance, Bus Garage, etc.)

If reporting to work, report on a two-hour delay.

- Report to work, **OR**
- Use Annual Leave, **OR**
- Take the day without pay, **OR**
- Use comp time if applicable