



Administrative Procedure: Employee Attendance during Inclement Weather

1. In periods of inclement weather, it is an expectation that all staff will attempt to reach their work location.
2. If travel to work is impeded and may cause lateness, the employee shall attempt to notify his/her immediate supervisor indicating his/her estimated time of arrival.
3. If adverse weather conditions are so severe as to make travel to the usual work location impossible, the employee shall attempt to report to the nearest school or work location within the jurisdiction of the Board and report to the principal/supervisor of that location for his/her regularly scheduled assignment.
4. If an employee reports to an alternative work location, he/she is under the authority of the principal/supervisor of that school or facility.
5. In those rare instances where an employee deems it impossible to report to any school or facility he/she must notify his/her immediate supervisor.
6. Where an employee has made every reasonable effort to reach his/her place of employment but is prevented due to inclement weather, and has thereafter made every reasonable effort to reach another accessible school but is prevented due to inclement weather, then the day shall be granted as leave without loss in pay or deduction from sick leave. The required Request For Leave form must be completed and given to the employee's immediate supervisor, on the next day of attendance at the workplace. Remuneration will be guided by the applicable Collective Agreement or employment agreement.
7. The decision to close a worksite will be determined by the Director or his/her Designate. In those rare cases where an individual school, a group of schools, or a workplace site is closed prior to the commencement of the scheduled workday, the employee is then not required to attend a work site.
8. In those rare cases where the school or workplace is declared closed prior to the commencement of the scheduled workday, all casual replacements will not be paid for the day of the closure. (Casual/occasionals are to listen to the closings as announced on the various media.)
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10. On those occasions when the school buses are cancelled, through an announcement on the various media, and where the casuals have been assigned to a school, all casual replacements are to ask the principal or designate for direction.
11. Long-term occasionals will be paid for the day(s) of closure at a school or workplace site.