



Policy: Employee Attendance during Inclement Weather

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Purpose

To clarify attendance expectations pertaining to inclement weather days.

Policy Statement

It is the policy of the Superior North Catholic District School Board to keep schools and other work sites open during inclement weather except under extraordinary circumstances as determined by the Director of Education after consultation with administrative staff and appropriate authorities.

Terms and Definitions

Inclement weather: refers to severe weather conditions, including ice, fog, sleet, snow, flood, extreme temperatures, and/or wind, which are considered serious enough to raise concerns regarding the safety of staff.

Guidelines

The safety of students and staff during inclement weather shall always be the Board's highest priority.

Principals, Managers, and Supervisors shall ensure that all employees are familiar with this policy and the attendant administrative procedures.

Staff shall be expected to attend at the appropriate work site unless they as individuals determine that safe travel is compromised by weather in which case an employee may be late for work or absent.

Staff, in communication with their school Principal, Manager, or Supervisor, will attempt to reach the nearest Board site if they determine travel is not compromised by weather.

Employees living in a different community from where they work ie: Thunder Bay are to make appropriate plans/accommodations according to weather notifications.

The staff shall communicate with the school Principal and the Principal shall communicate with the appropriate Superintendent in the event inclement weather affects their ability to get to their school or late to their school. For staff not working in a school they shall communicate with their Manager or Supervisor.

The Inclement Weather – Employee Absence policy comes into effect during the occurrence of inclement weather and is not based on the cancellation of student transportation.

An Administrative Procedure defined as, a statement that directs the action to be taken to give effect to the System Plan, Government Statutes or Regulations, Collective Agreements, Board Policies and various responsibilities of Staff, will be adhered to by each individual school.

The administrative procedure will be unique to each of the Board's schools and sites. Each school's template will be attached to this policy as an administrative procedure. A list of absent Staff Employees is to be sent to the appropriate superintendent of schools.

Reference

- Peterborough Victoria Northumberland and Clarington Catholic District School Board
- York Catholic District School Board
- Durham Catholic School Board

Approval and Review Dates

Prior Date Approved: June 8, 2015

Policy Review Date: January, 2017

Next Review Date: January, 2021

Reviewed by: Policy Committee, Administrative Council