

ABSENCE DUE TO INCLEMENT WEATHER

For reference see Administrative Regulation HR-6.1.1, Leave of Absence, Employee Responsibilities During Inclement Weather, which may be found on the Board's website.

The salient points of this Administrative Regulation are:

When Inclement Weather is observed at the start of the employee's regularly scheduled workday:

1. It is the expectation that employees will make a reasonable effort to report to work at their regular work location (Section 1.2).
2. If, due to inclement weather, an employee is unable to report to their regular work location, the employee is expected to make a reasonable effort to report to the closest alternate work location (Section 1.3) and to inform their principal or supervisor forthwith if they do so (Section 1.4). If the employee does not make such an effort, supervisors are expected to recommend that the employee not be paid.
3. As road and/or weather conditions improve during the day, an employee is expected to report to the employee's regular work location later in the day, either from the alternate work location, or from home (Section 1.5).
4. Employees who are not able to report to their regular work location are expected to contact their supervisor or principal personally as early as possible on the morning of the absence to discuss their individual circumstances and requirements for replacement coverage, if necessary.
5. Where an employee is unable to report for work at any work location due to inclement weather, for either all or part of a day, the decision regarding whether or not the employee will be paid, or if pay is to be prorated, will be made by the immediate supervisor or principal, in consultation with Human Resources, in consideration of the individual circumstances of the employee.
6. For 5. above, the employee is required to call the absence into ATE Easy Connect as a code 516. If approved with pay the day will be deducted from the employees personal leave day, provided the employee has access to personal leave. If an employee reports to an alternate worksite (2 above) the job should not be recorded in ATE Easy Connect as the employee is not absent.

When inclement weather is expected to commence later in the day:

1. When road conditions are clear, employees are expected to attend work at their regular work location. Employees who have concern over forecasted inclement weather conditions are encouraged to speak to their supervisor upon arrival so

that the supervisor is aware of the employee's concerns. If employees have significant personal safety concerns with travelling to their regular work locations when inclement weather is forecasted later in the day, the employee may request the day off without pay. Subject to applicable collective agreements, administrative regulation, and board policy, some classifications of employees may be able have access to paid vacation subject to normal approval processes.

2. When inclement weather is expected later in the workday, supervisors should monitor weather conditions in their work location area as well as the weather conditions where the concerned employee's reside. Considering operational requirements, student safety, and employee safety, supervisors may exercise their discretion in allowing staff members to leave early. Such decisions should be made in consultation with the supervisor's direct manager/supervisory officer to ensure a consistent response.

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