



## Policies and Procedures

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### 4140 - Procedure - Snow Days - Salary Status

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#### Preamble

The decision to open or to close schools or to cancel buses is a complex one that requires input from a number of sources and begins at 5:30 a.m.

The process for making the decision requires information being compiled from a number of sources, including Environment Canada, Weather Network, area police services, Municipalities and local weather watch contacts. Additionally, neighbouring school districts are consulted on conditions in their areas. A decision must be made before 7 a.m. to allow for effective communication to parents, students and staff.

It should be noted that parents and caregivers who work expect their local school to provide care for their child during the work day. We respect that many parents chose to keep children at home, while many others chose to send their children to school. Any students marked absent during one of these days will be marked "G" day.

It is assumed that employees will reside reasonably close to their regular workplace and will have the ability to attend work when schools are open. Staff absences due to being "snowed in" will be recorded in the normal fashion using Code 029.

On days of inclement weather where schools are open employees are expected to report to their regular workplace. However, if an employee feels that their safety maybe in jeopardy in travelling to their usual workplace they may have the option of taking an unpaid day. Where employees wish to appeal the pay loss they may apply according to the process below. Factors used in consideration of this request will include: the specific details of the situation and the employee's prior attendance, and the availability of an employee's allotment of five short-term paid leave days as outlined in Procedure #4130.

#### **1.0 SCHOOLS CLOSED**

1.1 If schools are officially declared closed due to inclement weather as per administrative Procedure #3411, employees will not be expected to report to work and they will be paid. School Principals will enact the school contingency plan in accordance with Procedure #3411.

#### **2.0 TRANSPORTATION DISRUPTED**

2.1 If transportation services are disrupted but schools are open, employees absent due to inclement weather (snowed in) will be deducted pay for the day(s) not in attendance at work.

#### **3.0 APPEAL PROCESS**

3.1 An appeal process is in place regarding time missed due to inclement weather. Time lost can be charged to an employee's allotment of 5 short term paid leave days outlined in procedure #4130, if available and the documentation of the reason is satisfactory to the Superintendent of Education/Operations for Academic employees, and the Superintendent of Education/Employee Relations for all Educational Services Employees.

3.2 The following points should be noted:

- (a) Appeals by academic employees should be forwarded to the Superintendent of Education/Operations, and the Superintendent of Education/Employee Relations for all Educational Services Employees. Relevant supporting statements should be included with each appeal.
- (b) Employee Absence Report cards, or sheets, (coded snowed-in) are to be sent directly to Employee Services Department.
- (c) If an appeal is not granted a pay deduction for the period absent will be made.
- (d) Staff will be recognized as being present if they reach their place of work (school, office, plant) at any time during regular working hours.

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#### **Appendix:**

None

Document Links:

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| Effective Date   | Legislative References | Regulation |
|------------------|------------------------|------------|
| 02/23/1993       |                        |            |
| Amended/Reviewed |                        |            |
| 08/08/2006       |                        |            |
| 05/28/2014       |                        |            |
| 06/12/2014       |                        |            |
| 07/06/2016       |                        |            |
| 09/28/2016       |                        |            |