

**INCLEMENT WEATHER AND
EMERGENCY SCHOOL CLOSURES**

This administrative procedure outlines the School District's expectations for employees during inclement weather.

In all cases:

1. School Principals will report problems with weather, road conditions, plumbing, heating, ventilation, or any other issues of a nature to be detrimental to the health or safety of students and staff to the Superintendent (or designate).
2. Emergency school closures, cancellation of bus runs, and/or early dismissal will only occur as approved by the Superintendent (or designate) after consultation with the School Principal and other School District staff/outside agencies as needed.
3. The Superintendent (or designate) will approve and confirm emergency school closures, cancellation of bus runs and early dismissals on a day-to-day basis only.
4. Non-operation of school busses does not mean an automatic closure of the school.
5. Employees are not excused from duties when school busses do not run, during an early dismissal, or during a school closure.
6. If employees are unsure as to their ability to report to work due to weather, road conditions, or other factors, they must contact their School Principal for instructions. If their School Principal is not available, they must contact the School Board Office for direction.

In the specific instance where employees are caught out of their home community during inclement weather, the following shall apply:

1. If the RCMP closes the road, the employee shall be granted a discretionary day of leave if available; otherwise, for the first day only, the employee shall not lose a day's pay.
2. If the employee decides that they are not able to travel even though the RCMP has not closed the road, they may be granted a discretionary day of leave if available; otherwise, they may be granted a personal leave without pay. CUPE employees also have the option of accessing vacation leave, if available.
3. In either of the two situations above, the employee must communicate their expected absence to their School Principal or Supervisor as quickly as possible. If the School Principal or Supervisor is not available, they must call the School Board Office.

In all instances, employees are urged to make wise decisions when travelling to and from their home communities during the winter season. It is important that vehicles are properly equipped, and that employees leave themselves plenty of time to get back to their home communities so that they can report to work when required.