

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

- **Leaves of Absence**

**Regulation: LEAVE OF ABSENCE – EMPLOYEE
RESPONSIBILITIES DURING
INCLEMENT WEATHER**

**Regulation Code: HR-6.1.1
Policy Code Reference: HR-6.1
Page 1**

This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-6.1, Leave of Absence.

1. Work Location – Alternate

- 1.1 In accordance with Administrative Regulation No. BA-20.1, Inclement Weather, it is the policy of the Board that schools will be open and operational to accommodate students on all instructional days regardless of weather conditions, unless otherwise specified by the Director of Education, or designate.
- 1.2 While the decision as to whether or not to travel to work is a personal decision to be made by the employee, it is the expectation of the Board that employees will make a reasonable effort to report to work at their regular work location.
- 1.3 If, due to inclement weather, an employee is unable to report to the employee's regular work location, the employee is expected to make a reasonable effort to report to the closest alternate work location. For example, a teacher, educational assistant, custodian or secretary will report to the closest alternate school work location first, and other location if travel to a school is not possible. Education Centre employees who are unable to report for work will report to the closest alternate work location. The principal or supervisor at the alternate work location will assign duties to the employee.
- 1.4 An employee who reports to an alternate work location will notify the employee's immediate supervisor forthwith who will in turn notify Human Resource Services. Such employees will not be required to complete a Request to be Absent form as set out in item 2.1.
- 1.5 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.

2. Remuneration – Absence Due to Inclement Weather

- 2.1 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 appropriate superintendent on the recommendation of the immediate supervisor or principal. All decisions will take into account the degree to which conditions are

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Page 2**

universal on that particular day. The employee will be required to complete a standard Request to be Absent Form, and the principal/supervisor and the superintendent will complete Part “B” of the Request to be Absent Form. Human Resource Services will provide superintendents with interpretations of the policy and will assist superintendents with consistency of approvals.

- 2.2 For teaching employees, subject to approval as set out in item 2.1 above, the employee will be paid the employee’s regular daily rate of pay (or part thereof) and the absence will be processed as a personal leave of absence. If this option is not available, the absence will be processed as a personal leave of absence without pay and pay will be deducted.
- 2.3 Where a teacher arrives late at a school, and an occasional teacher has been called, the teacher will be deducted only one-half day of personal leave to offset the cost of the occasional teacher.
- 2.4 For employees not subject to the provisions of a collective agreement (non-union employees), subject to approval as set out in item 2.1 above, the employee will be paid the employee’s regular daily rate of pay (or part thereof) and the absence will be processed as a personal leave of absence. If the employee has no personal leave days remaining as per Administrative Regulation No. HR-6.1.5, Leave of Absence – Leave With Pay, the employee may use a day of vacation entitlement. If this option is not available, the absence will be processed as a personal leave of absence without pay and pay will be deducted.
- 2.5 For non-teaching employees subject to the provisions of a collective agreement, subject to approval as set out in item 2.1 above, the employee will be paid the employee’s regular daily rate of pay (or part thereof) and the absence will be processed as a personal leave of absence. If the employee has no personal leave days remaining, the employee may use a day of vacation entitlement. If this option is not available, the absence will be processed as a personal leave of absence without pay and pay will be deducted.
- 2.6 Where the school or workplace is closed by the Director of Education, or designate, under Administrative Regulation No. BA-20.1, Inclement Weather, employees will be paid regular wages.

Administrative Regulation No. BA-20.1, Inclement Weather, also refers to employee responsibilities and remuneration during inclement weather.