

## MEMORANDUM

TO: All Staff

FROM: John Ford, Superintendent of Education

DATE: November 26, 2024

RE: Inclement Weather Protocol

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Schools will remain open during inclement weather days. While we can only anticipate inclement weather days with 24-48 hours' notice, we can anticipate that they will occur, and we ask that you prepare accordingly.

Inclement weather procedures are detailed in Administrative Regulation HR-6.1.1, Leave of Absence – Employee Responsibilities, which can be found [here](#).

### Permanent Employees

Briefly, the key points are as follows:

1. In the case of inclement weather, it is expected 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 in their own panel, where possible (Section 1.3) and to inform their principal or supervisor of this (Section 1.4).
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. 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 employee must contact their supervisor immediately.
5. The supervisor will then make a decision regarding any necessary replacement, and whether or not the employee will be paid, in consultation with their superintendent and Human Resource Services.

**Note:** Payment to an employee who is unable to report to work at any location is deducted from personal leave, if available. Should personal leave not be available, the absence will be processed as leave without pay. Employees who have access to a float day may use their float day during inclement weather provided there is not a requirement to replace the employee.



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## **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 to 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 resides. 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.

## **Recording Absences and Vacancies into ATE Easy Connect**

Employee Reports to Alternate Location: In the event an employee reports to an alternate work location, it is not an absence and does not have to be recorded in ATE Easy Connect (ATE) as such.

Employee Unable to Report to Work: In the event that an employee is unable to report to any work location, an absence using reason code 516 (Inclement Weather) should be recorded into ATE.

For assistance with coding absences and vacancies in ATE, please contact the Absence Dispatch Operator at [AbsenceDispatchOperator@kprdsb.ca](mailto:AbsenceDispatchOperator@kprdsb.ca).

## **Employees in LTO or LTA Assignments**

Teachers in long-term occasional assignments and non-teaching casual staff in a long-term assignment, please refer to the inclement weather protocol for permanent employees as outlined above. *However*, should the LTO/LTA employee not be able to report to work due to inclement weather this will be a day without pay as these classifications of employees do not have access to paid personal leave. The employee should record the absence using code 516 (Inclement Weather) in ATE.



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### **Daily Occasional Teachers and Casual Non-Teaching Staff**

Daily occasional teachers and non-teaching casuals do not have the option to report to an alternate work location.

If a daily/casual employee is not comfortable driving to their scheduled location, they should cancel using code 516 (inclement weather). On such days, daily occasional teachers and casual non-teaching staff should contact the Absence Dispatch Operator to have the opportunity to select an open position closer to home.