



Halton District School Board

David Euale, *Director of Education*

Kelly Amos, *Chair of the Board*

November 19, 2014

Inclement Weather

If a staff member is unable to get to work because of weather, and the schools have not been closed, the staff member must contact his/her supervisor and approval must be obtained for the absence. The project code for this is 2999, reason code 21 (THIS CODE CANNOT BE USED WITHOUT PRIOR APPROVAL BY YOUR SUPERVISOR). If you are not approved to use this code 21, you can use available vacation, available lieu time or it will be an unpaid day.

This process must be followed when it is announced that buses are not running but the schools are open. The understanding has been that the staff member has at least made an attempt to come to work and is unable to do so due to weather conditions.

When the schools are closed, the intent is that the J.W. Singleton Centre and the Education Centres are also closed.

If an employee is on an approved leave (including sick leave) for the day of a storm, the status would not change. This reflects our current practice and we wanted to simply restate it for clarification.

As per the Occasional Teachers Collective Agreements (ETFO and OSSTF), if a Casual Occasional Teacher has accepted a job number to work on a day when the schools are closed to staff due to inclement weather, they will be paid for that day. If there is a second consecutive day or more, the Occasional Teacher would not be paid. Weather conditions preventing a Long Term Occasional from attending work will not interrupt the continuity of the assignment and again they would be paid for the day if the schools were closed. In cases where a Long Term Occasional Teacher cannot get to work, but the school is open, consideration for payment will be given through the Human Resources Department which is, again, in keeping with our past practice.

Sincerely,

Paula Dunn
Acting Executive Officer of Human Resources