

## **Memorandum A3020**

### **Expectations of Staff**

- 6.1 It is expected that staff make every reasonable effort to be present;
- 6.2 Staff should make an assessment of the impact of the inclement weather on their ability to get to their worksite;
- 6.3 Staff are expected to monitor the weather throughout the day and when conditions improve, it is the responsibility of staff to attend their workplace;
- 6.4 Should an employee believe they will be greater than 15 minutes late to their work site, they should make every reasonable effort to advise their principal or manager of their impending lateness.
- 6.5 An employee, other than a temporary employee, who contacts his/her immediate supervisor (or designate) and indicates that he/she will not be able to get to work that day because of inclement weather conditions, shall not have the day charged against sick leave credits if the school or office is officially closed for the entire day or part of the day;
- 6.6 An employee who contacts his/her immediate supervisor and indicates that he/she is unable to attend work due to inclement weather, will have the day charged against supplementary absence credits if the school or office remains open for the day;

### **Administrative Procedures**

- 6.7 There will be no deduction of supplementary absence credits for staff who report to work within the first three hours of their working day;
- 6.8 Supplementary absence credits will be deducted proportionate to the length of the day the employee has been absent if they arrive after the first three hours of work;
- 6.9 An employee who has notified SCARRI of their absence due to illness or other reason prior to the school or office being officially closed due to inclement weather will lose that sick leave credit;
- 6.10 A continuous occasional teacher who has earned sick leave credits will be treated in the same manner as outlined in items 6.1 – 6.8.
- 6.11 Employees may not bring their children to their work site on a day when busses are cancelled or their child's school is closed

### **7. Supply Coverage – Schools**

- 7.1 Principals must identify and communicate with their staff if supply coverage is necessary when transportation is cancelled to their school. This will be dependent on the number of students who typically attend;
- 7.2 Should an employee notify SCARRI of their absence due to inclement weather and transportation has been cancelled to their school they will request supply coverage only if given by the principal's prior direction;

7.3 Should an employee notify SCARRI of their absence due to inclement weather and transportation to their school has not been cancelled, they must request a 0.5 day supply;

7.4 The principal will make a determination later in the morning if additional supply coverage is required.

*Approved October 24, 1996*

*Revised November 13, 2001, February 3, 2004, September 1, 2004,*

*November 30, 2007, February 2011, February 2013*

*Issued under the authority of the Director of Education*