



## 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  
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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 location in the panel where they are employed, where possible. 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 report their absence in the Board's automated absence/dispatch system.
- 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.
- 1.6 Weather Conditions Expected to Commence Later in the Day
  - 1.6.1 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

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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 have access to paid vacation subject to normal approval processes

- 1.6.2 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's reside. 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.

### **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 universal on that particular day. 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 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.

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- 2.4 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.
- 2.5 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.

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Established: October 25, 1999    Revised/Reviewed: January 26, 2010  
February 5, 2013  
September 11, 2017  
April 25, 2019