

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
TEACHING and NON-TEACHING LEAVES: WEATHER-RELATED	GCC/GDC

I. POLICY

The Louis Riel School Division believes in the importance of clarifying procedures for employees who do not arrive at work due to weather conditions.

II. GUIDELINES

- A. The Division expects teaching and non-teaching employees to be present for their assignments.
- B. If employees do not arrive at work due to weather conditions, the following shall apply:
 - Non-Teaching Staff have the option of applying vacation or banked time for time missed. If neither applies, either one half-day or a full day's salary will be deducted at the next applicable pay period.
 - Teaching Staff shall access a leave at cost of substitute for the time missed.

III. PROCEDURES

- A. Employees who do not arrive at work due to weather conditions shall document their absence using the appropriate [Human Resources Leave Form](#).

Adopted: June 7, 2005	Legal References:
Revised: February 5, 2019	