



## DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

### Memorandum

**DATE:** January 28, 2019  
**TO:** All Staff  
**CC:** Executive Council  
Supervisory Officers  
**FROM:** Human Resources  
**RE:** Weather Conditions – Code 30

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This notice is effective immediately for Dufferin-Peel Catholic District School Board staff.

Employees who elect to utilize the weather conditions absence code will be required to submit a rationale to [DPHRPORTAL@dpcdsb.org](mailto:DPHRPORTAL@dpcdsb.org) with the subject line: Weather Conditions by the end of the next business day. Compensation for Code 30 will not be automatic and must be justified by individual circumstances.

Employees who submit a rationale must include their place of residence as well as their work location. Each request will be individually reviewed along with the particular weather conditions in that area. Employees will be notified following their review whether or not they will be compensated for the day.

Employees who enter the weather conditions code, but do not submit a rationale within the defined period will have the day granted as an unpaid day.