



**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
HUMAN RESOURCES DEPARTMENT
Memorandum**

TO: ALL STAFF

FROM: Human Resources and Employee Relations

DATE: December 11, 2018

RE: EMERGENCY LEAVE OF ABSENCE – Weather Conditions (Snow Days)

In the event of extreme weather conditions, every effort will be made to keep the Catholic Education Centre, Keaton Centre and all schools open. Any decision to close the above-named facilities will be made by the Director of Education.

If local radio stations, the Board Website, and the CEC voicemail message report that **all Dufferin-Peel schools and offices** are closed due to extreme weather conditions, stay home and do not report your absence to WebTRACS.

For any other circumstances please review the procedures below carefully and keep them for future reference.

Reference can be found to this topic in the following areas of Collective Agreement and Working Conditions Agreements:

<u>Union or Association</u>	<u>Article</u>	<u>Union or Association</u>	<u>Article</u>
Teachers	7.019 (a)	CUPE 1483	17.08
DPERWA	10.06 (a)	Mid-Management	8.04
APSSP	12.04 (a)	Principals & Vice-Principals	9.3 (a)
CUPE 2026	15.04 (c)	OECTA - OT	21.01

PROCEDURES:

TEACHERS, EDUCATIONAL RESOURCE WORKERS & SCHOOL SECRETARIES

In the event of extreme weather conditions if you are unable to get to your regular location, **contact your Principal and attempt to go to the nearest open Dufferin-Peel school**. If you are unable to get to the nearest open school, contact your Principal advising of your inability to get to work. This absence must be reported to WEBTRACS as reason Code 30 - Emergency Weather Day.

If buses are cancelled but schools remain open follow the same procedure above (see Board Regulation 710-Transportation Service).

If **ALL** schools are **closed**, stay home and do not report your absence to WebTRACS.

APSSP, CUPE 2026 (non-school), and MID-MANAGEMENT

If you are unable to get to work due to extreme weather conditions **contact your immediate Supervisor** advising of your inability to get to work. This absence must be reported to WebTRACS as reason Code 30 - Emergency Weather Day.

CUPE 1483

In the event of extreme weather conditions if you are unable to get to your regular location, **contact your Supervisor and attempt to report to the nearest Dufferin-Peel school**. If unable to get to the nearest school **advise your Supervisor** who will report this absence as reason Code 30 – Emergency Weather Day. Further direction will be made available by the Plant Department. **Custodians are expected to ensure that schools are ready for operation when they re-open.**

OPSEU

In the event of extreme weather conditions, contact your Site Lead for instructions.

In order for Principals and Supervisors to plan for the supervision of students and distribution of work it is critical that they be advised if staff are unable to attend work.

Payment for a weather day is contingent upon an employee being eligible for paid emergency days per the respective collective agreement and legislation. ***Paid emergency days are limited to five (5) per school year.*** If more than 5 emergency days have been used or the employee is not eligible for paid emergency days, then the weather day will be unpaid. For more information on Emergency days, please refer to the Emergency Leave Guidelines.

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