



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY STATEMENT

INCLEMENT WEATHER – EMPLOYEE ATTENDANCE

Rationale

To establish a process to address those situations where severe weather conditions make travel from an employee's residence to the employee's respective school/office extremely difficult or hazardous.

Guiding Principles

- Normally, employees travel regularly from their residence to their respective school/office without difficulty.
- When severe weather conditions make such travel extremely difficult or hazardous, the safety of students and staff is the Board's highest priority.
- Schools and other work sites will be kept open during inclement weather except under extraordinary circumstances as determined by the Director of Education.
- Staff will be expected to attend at the appropriate work site unless safe travel is compromised by inclement weather.
- In such cases, it is expected that employees will make every reasonable effort to attend at their normal place of work.

Administrative Procedures

Inclement Weather – Employee Attendance

Approved: November 20, 2012