

ADMINISTRATIVE PROCEDURE – AP328-5

Staff Attendance - Severe Weather Conditions

Area: People & Culture
Policy Reference: Staffing (PO328)

Approved: May 7, 2018
Revised: June 8, 2020; October 13, 2026

1. Purpose

The purpose of this administrative procedure is to establish clear attendance and reporting expectations for staff when severe weather conditions affect travel to or from a Durham Catholic District School Board (“Board”) worksite, while supporting staff and student safety and the continued operation of Board services.

2. Definitions

Nil

3. Procedures

- 3.1 Except under extraordinary circumstances, all schools and work sites will remain open and operational to students and staff regardless of weather conditions. Any decision to close schools due to weather conditions will be the sole responsibility of the Chief Executive Officer or designate.
- 3.2 While the decision as to whether or not to travel to work during inclement weather is a personal decision to be made by an employee, it is the expectation that employees shall make every reasonable effort to report to work at their regular work location. Employees are further expected to make continued efforts to attend work at their regular work location where weather and/or road conditions improve throughout the day.
- 3.3 Where an employee has concerns about weather and/or road conditions which are forecasted to commence or decline later in the work day, they are encouraged to speak to their principal/supervisor about their concerns upon arrival.

- 3.4 When severe weather is expected later in the workday, principals/supervisors should monitor weather conditions at their work location as well as the weather conditions where the concerned employee resides. Considering operational requirements, student safety, and employee safety, principals/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.
- 3.5 Where an employee is unable to report to their regular work location at any point of the day, the employee shall be deemed absent for the day. They may request an appropriate leave of absence as per their specific collective agreement or terms and conditions as applicable, including, but not limited to vacation days, personal days or unpaid days. The final decision regarding absence coding and pay will rest with the People & Culture Department.
- 3.6 The cancellation of student transportation does not, on its own, change staff attendance or reporting expectations.
- 3.7 Employees reporting to work late due to severe weather will be considered to be present for work that day.

3.8 School Closures due to Severe Weather

- 3.8.1 Where an announcement of schools or worksites being closed has been made by the Chief Executive Officer, or designate, employees who have not otherwise indicated their absence for the day will be paid their regular wages.
- 3.8.2 Where the decision to close a school or other worksite due to severe weather has been made, some employees may be designated to attend their work location for a reasonable period of time to perform duties and/or supervise students who might inadvertently arrive at school. Such staff may include, but not be limited to, staff members who reside nearby or other Board employees who volunteer to assist aschool in such an emergency situation.
- 3.8.3 Where the decision to close a school or other worksite due to severe weather has been made, employees may be expected to perform their work duties remotely, where possible and consistent with AP328-9 Work From Home Guidelines. A principal/supervisor may authorize remote work when:
- a) the staff member's duties can be performed remotely;
 - b) the arrangement meets operational and service needs;
 - c) required technology and information can be accessed securely; and

d) the arrangement is consistent with the applicable collective agreement, employment contract, terms and conditions of employment, and Board requirements.

3.8.4 Where the decision to close a school or other worksite due to severe weather has been made, and an employee was scheduled to be absent from work (e.g., illness, personal day, leave of absence, vacation), deductions from appropriate leave banks will occur in all situations.

3.8.5 The decision to compensate casual or supply employees who have accepted assignments prior to the announcement of a school or other worksite closure due to severe weather will be determined by the People & Culture Department considering timing of when assignment was accepted, timing of school closure announcement, and any other relevant factors.

4. Sources

4.1 Applicable collective agreements, employment contracts, and terms and conditions of employment

5. Appendices

Nil

6. Related Policies and Administrative Procedures

6.1 [Staffing Policy \(PO328\)](#)

6.2 [Emergency Preparedness Policy \(PO414\)](#)

6.3 [Severe Weather Administrative Procedure \(AP414-6\)](#)