



Frequently Asked Questions – Inclement Weather – Staff Duty to Report

Q. If the school buses are cancelled, am I eligible for Inclement Weather Leave?

A. If you make every reasonable effort to report for duty and cannot do so, you must contact your Supervisor with your request for Inclement Weather leave. Your Supervisor will determine if your request is approved.

Q. How will my Supervisor determine if my request for Inclement Weather leave is approved?

A. You must contact your Supervisor and describe your efforts to come in to work. If the Supervisor is satisfied that you have made every reasonable effort to attend and could not safely do so, Inclement Weather leave may be approved.

Q. Do I have to continue in my efforts to attend work?

A. Yes. Your duty to report for work does not end with your usual start time. If you are able to report for work later in the morning/day, you will not be deducted pay or leave for that portion of the work day that you have missed.

Q. If the school buses are cancelled and my children are not going to school that day, may I take a vacation day?

A. Typically, vacation must be requested and approved in advance of the day. However, in this circumstance, a vacation day may be approved subject to operational requirements.

Q. Sometimes the main roads are plowed and salted, but the side roads have not been cleared. Am I eligible for inclement Weather leave?

A. It is your responsibility to continue your efforts to report for duty. If you are able to report for duty later in the morning/day, you must contact your Supervisor and explain that you will be late because of road conditions. If you have made every reasonable effort to attend as soon as possible, your pay will not be deducted for the time missed.

Q. May I work from home on a day when the roads are bad?

A. It is not our practice to authorize work from home as an alternative to reporting to the workplace.

Q. I take public transportation to work. If the sidewalks are icy or buses are delayed, am I eligible for Inclement Weather leave?

A. It is your responsibility to continue your efforts to report for duty. If you are able to report for duty later in the morning/day, you must contact your Supervisor and explain that you will be late because of road/sidewalk conditions or bus delays. If you have made every reasonable effort to attend as soon as possible, your pay will not be deducted for the time missed.

Q. If my request for Inclement Weather leave is declined; may I take a Special/Personal Leave day?

A. Special/Personal leave is to cover absences due to matters related to urgent or essential personal business. You must contact your supervisor to explain the circumstances and a decision to approve or decline this leave will be based on the individual circumstances.

Q. If I am on vacation in another location/country and my flight is delayed or cancelled due to weather conditions am I eligible for an Inclement Weather day?

A. Inclement weather is based on local (Ottawa area) weather conditions. A delay in your return to work based on weather conditions on your travel route does not qualify for inclement weather. You must contact your Supervisor and discuss other options for paid/unpaid leave.

Note: Supervisor means any employee who is responsible for the work of another employee, including, but not limited to, supervisory officers, principals, and managers.

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Reference: Memo to Principals and Managers dated 09 December 2014
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