



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES  
TITLE: LEAVES  
CODE: 4054 Attendance in Adverse Weather

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Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual;
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

### Background:

In order to safeguard student safety, in the event of inclement weather, school will remain open.

### Procedures:

1. The Board of Education does not expect its employees to place themselves in jeopardy so far as their safety in traveling is concerned.
  - 1.1. Often, conditions that preclude appropriate travel for school buses do not preclude safe travel by teachers or employees in a vehicle.
  - 1.2. The Board of Education expects that employees of the Board will travel to their places of regular employment even though the school buses may not be in operation.
2. Should employees find that they are unable to travel to work due to inclement weather, they may choose to come in later or not be present at work for that day.
  - 2.1. In such circumstances, teachers may choose to use an Earned Day Off to cover such a decision or may request a leave of absence without pay.

2.2. In such circumstances, support staff may request a leave of absence without pay.

2.3. Under extreme circumstances, the Director of Education or designate may grant a leave of absence with pay.