



Procedure	Number of Pages	Date(s) of Amendment
Reporting for Work during Inclement Weather	1 of 1	
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Procedure

1. In instances of inclement weather, the General Manager or designate will implement the following procedures:
 - a) Employees will notify their supervisor immediately or as soon as is practicable in the event of lateness for duty due to inclement weather. Employees are expected to report for duty, even if late.
 - b) Staff will be required to satisfy their supervisor that all reasonable efforts were made to report for duty as per normal working hours.
 - c) In instances where the supervisor is not satisfied of "reasonable effort," the employee will have the unscheduled absence from the workplace deducted from annual leave entitlements.
 - d) Employees who dispute the decision of their supervisor with respect to leave deductions will, along with his/her employee group representative, have the right to address the decision with the General Manager.
 - e) Employees who find it impossible to report to the normal workplace when the workplace remains open will have the unscheduled absence deducted from annual leave entitlements.
 - f) The General Manager will render a final decision as to the deduction from leave entitlements.