

# Interdepartmental Correspondence

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**To:** Managers and Personnel Contacts

**From:**

HR Partnerships

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cc NASA, Environment Health & Safety, Employment Services, Payroll Operations

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## **Emergency Day and Inclement Weather**

**Re:** Support Staff:

**Date:** October 19, 2016

Part A 17.05; Part B 10.05

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Each winter there is some confusion about the application of Emergency Day provisions when inclement weather affects our roads. The following will assist managers and supervisors to address the issue of time away when an employee is absent from work because of poor weather.

- 1) When roads are closed by municipal police or RCMP, or when the university is closed by announcement of the Provost, support staff do not need to attend at work for the period of the closure.
  - a) For Auxiliary and Regular employees, the time is recorded as an Emergency Day. The employee is on paid leave, providing his/her maximum allotment of 10 days special leave per fiscal year has not already been exceeded.

In order for the Emergency Day to apply, the road closure must be such that it prevents the employee from travelling to work. (For example, Emergency Day may apply to employees living in one sector of the city but not the other.)
  - b) For Casual employees, the employee is not paid for this period, unless arrangements have been made for the employee to work from home.
  
- 2) When there is a road advisory or warning affecting the commute from that employee's home to the worksite, the supervisor and the manager can make alternate arrangements. It is up to the employee to make the request as soon as possible, and certainly prior to the commencement of the shift. The request is subject to the approval of the manager. Managers and employees are encouraged to find the solution that is most reasonable given the circumstances.

Options for consideration include:

- a) Working from home, or
- b) Making up the time in some other way, or
- c) Applying banked time, or
- d) Using Leave Without Pay, or
- e) Using vacation time.

Emergency Day is not an option in this circumstance.

If you have further questions, please call your Employment Services contact at 492-4555.