

**ATTENDANCE DURING ADVERSE WEATHER CONDITIONS**

Section:	Human Resources (HR)
Subject:	Leaves (Paid and Unpaid)
Legislation:	
Effective:	June 11, 2004
Revision:	September 1, 2016 (reformatted); July 2, 2019

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to recognize the extreme variability of weather conditions in Calgary and for SAIT to accommodate employees affected by inclement weather conditions.

**PROCEDURE****GOVERNING PRINCIPLE**

This procedure does not apply to persons employed on an hourly basis.

**PROCEDURE****A. Absence or Lateness**

1. Employees Living Outside the Municipality
  - a) If the road or highway that the employee usually travels is officially closed by the RCMP, or in rural areas where the road or highway in the immediate vicinity is closed and other emergency action is operative (for example, weather advisory, the closure of schools and the cancellation of school buses by local authorities), and alternative routes are not open, the employee may be allowed time absent from work with pay if the employee is unable to reach the employee's place of work.

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- b) If the road or highway that the employee usually travels is passable and the employee is still unable to reach the employee's place of work or is more than two hours late, the employee will be given the choice of:
  - i) Leave without pay;
  - ii) Making up the time; or
  - iii) Using annual vacation leave (if absence is one half day or a whole day).

2. Employees Living in the Municipality

- a) If the roads are declared impassable and public transportation is shut down, employees who cannot make it to work or who are late shall have the missed time from work compensated at their regular rate of pay.
- b) If the roads are passable, public transportation is running and most employees are making it to work, employees who do not make it to work or who are more than two hours late shall be given the choice of:
  - i) Leave without pay;
  - ii) Making up the time; or
  - iii) Using annual vacation leave (if absence is one half day or a whole day).

**B. Early Departure**

- 1. Depending upon the situation, the school/department manager has the discretionary authority to allow employees to leave work early with pay during adverse weather conditions, so that employees are able to get home safely and within a reasonable amount of time.

**C. Communication**

- 1. All employees are required to communicate their situation to their school/department manager. With respect to bargaining units, refer to Article 14, Hours of Work – AUPE, Local 39 and SAFA – Section 30, Attendance and Resignation.

**POLICY/PROCEDURE REFERENCE**

HR.3.9 Attendance During Adverse Weather Conditions policy

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