

THE DUFFERIN-PEEL CATHOLIC SEPARATE SCHOOL BOARD PLEASE

POST ON BULLETIN BOARDS HUMAN RESOURCES MEMORANDUM

TO: ALL STAFF
Schools, Catholic Education Centre, Keaton Centre

FROM: John Kostoff
Superintendent of Human Resources

DATE: December 1, 2002

RE: EMERGENCY LEAVES OF ABSENCE Weather
Conditions (Snow Days)

In the event of extreme weather conditions, every effort will be made to keep the Catholic Education Centre, Keaton Centre and all schools open. Any decision to close the above-named facilities will be made by the Director of Education.

Employee absences due to extreme weather conditions may be granted as an emergency day. Please review the procedures below carefully and keep them for future reference.

REFERENCE Collective
Agreements:

Teachers	Article 7.019 (a)	CUPE 1483	Article 17.08
DPERWA	Article 10.07 (a)	Mid-Management	Article 7.04 (c)
APSSP	Article 12.017 (a)	Principals & Vice-Principals	Article 9.3 (a)
CUPE 2026	Article 14.04 (c)	OECTA-OT	Article 17.01

PROCEDURES

TEACHERS, EDUCATIONAL RESOURCE WORKERS and SCHOOL SECRETARIES In the event of extreme weather conditions contact your principal and attempt to go to the nearest Dufferin-Peel school. If unable to get to the nearest school advise your principal and report your absence to TRACS using code 30.

If buses are cancelled but schools remain open follow the same procedure above (see Board Regulation 710-Transportation Service).

Such day granted shall be deducted from sick leave credits.

If your school is closed stay home and do not report your absence to TRACS.

APSSP, CUPE 2026(non school), CUPE 1483 and MID-MANAGEMENT

In the event of extreme weather conditions employees are to contact their immediate supervisor advising of their inability to get to work. One day per occurrence may be granted by the immediate supervisor in which case the employee must report their absence to TRACS using code 30, CUPE 1483 members report absences directly to their supervisor.

Such day granted shall be deducted from sick leave credits

Please refer to the attached memo for the use of Emergency Days.

JK:SD

REVISED DEC 4/02