



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	January 10, 2005
POLICY NAME:	Inclement Weather Procedures	LAST REVISED:
POLICY NUMBER:	APP.B.GSA.E.10	November 3, 2008

ALTERNATE ARRANGEMENTS: in case of SEVERE Inclement Weather

The Policy on Inclement Weather Procedures (GSC.E.10), states that;

- *“In severe inclement weather situations an employee at his or her discretion may decide that the journey to school or workplace presents unreasonable risk.” (8.1)*
- *“The employee will inform the principal or manager of the decision not to attend. The absence will be recorded and the alternate work schedule arranged in consultation with the principal or manager will be in effect. Plans for the alternate work schedule are to be detailed in the School/Site Inclement Weather Plan.” (8.2)*
- *“An employee who elects to report to a closer school or workplace (8.3.1) may exercise this option only when public transit is not available to take the employee to the regular workplace.”*

Please complete this form and return it to the school principal by the end of September. If you live close enough to the school and do not feel that getting to the school will be an issue, simply write “Does Not Apply” and return your signed form.

Option #1: Report to the nearest WCDSB school: (_____)
(name of school)

Upon arrival at the site, please indicate your presence to the school Principal.

Option #2: Accepting an unpaid day Yes No

Option #3: Agreeing to devise an alternative plan with the principal/manager to the following work arrangements.

Please Note: If either option #2 or #3 above are selected, the staff member needs to discuss this with the Principal/Manager before submitting this form.

Name: _____

Date: _____