



## **POLICIES and PROCEDURES**

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	<b>Storm Day Policy</b>

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Employees are expected to report for work during inclement weather if it is safe for them to do so. Should an employee not be able to report to work because of weather, he/she must make arrangements with his/her supervisor to choose one of the following options:

- Make up the time within two weeks as mutually agreed or;
- Use accumulated overtime or;
- Use a vacation or personal day

The status of University operations during a storm or emergency will normally be communicated on CJFX (XFM) Radio, campus e-mail and/or voicemail systems.

Please also see HR Policy # 107 on [Unscheduled Closure and/or Cancellation of Classes](#).

When the University or part of the University is closed under this policy, regular full time, regular part time, and sessional employees whose work sites are affected and who were scheduled for work and who would have been at work but for the closure will be maintained at 100% of regular earnings for the period of closure. These closures shall not be considered University holidays.

Employees who were not intending to be at work and who had scheduled vacation, sick leave, compensating time off for overtime, days off in lieu, normal days off or other approved leave will have their time recorded as scheduled before the closure was announced.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.