

Employee Attendance at Work and Remuneration in Situations of College/Campus Closure or Cancellation of Classes

College Closed

- When a College closure occurs, all services are closed.
- Employees will not report to work and/or will leave, unless “designated” by management to deal with **specific emergency** measures. Designated employees will leave:
 - 1) if it is unsafe to remain at the College site ; or
 - 2) once the specific emergency situation has been addressed.
- Unless so designated, employees do not have the option to work on site and are to vacate the building within the time specified by the College and provide notification to their supervisor when they are departing.
- Individual employees or leaders are **not** to make decisions to open or require employees to attend once the decision to close the college has been made.
- If the college must close operations, employees shall be paid for those days or partial days the college is closed and for which the employee was normally scheduled to work.
- Employees who had scheduled vacation days or are absent due to short term disability during closure periods shall still be considered to be on vacation or absent due to illness for the day(s).
- Employees who are on an unpaid leave of absence or who are not scheduled to work on the day(s) the college is officially closed are not entitled to any additional remuneration or compensatory time off.
- The day is not to be recorded as “absent” for *My Absences* purposes, for those employees unable to report due to weather conditions.

Any circumstances not addressed above should be discussed with the HR Consultant for your area.

College Open

(with classes running, during unfavourable weather conditions)

- All employees are expected to make every reasonable effort to report to work. An employee unable to report to work must contact his/her direct supervisor.
- If the college remains open during unfavourable weather conditions with class instruction continuing, and an employee is unable to report to work, the employee, with the approval of his/her supervisor, shall elect one of the following options to address his/her non-attendance at work:
 - record the day(s) as leave without pay
 - record the day(s) as a vacation day(s)
 - record the day as utilizing accumulated lieu time
 - work at home on mutually agreed upon activities

- agree to work the additional hours approved by their supervisor at a later time (for contract employees)
- Under extenuating circumstances full-time employees may apply to their supervisor for personal paid leave.
 1. Arrangements made between the supervisor and employee for such days shall be recorded on the employee's *My Absences*, as appropriate.
 2. Each situation will be considered on its own merits, in consultation with the HR Consultant for the department/school.

Administrative employees may apply for leave in accordance with Article 6.1 of the Terms & Conditions for Administrative staff.

Academic employees may apply for leave in accordance with Article 21 of the Academic Collective Agreement.

Support Staff employees may apply for leave in accordance with Article 12.2.

Classes Cancelled/College Services Open

- All employees will report to work if it is safe to do so.
- All employees must report to their supervisor if they cannot make it safely to work. The employee, with the approval of his/her supervisor, shall elect one of the following options to address his/her non-attendance at work:
 - record the day(s) as leave without pay
 - record the day(s) as a vacation day(s)
 - record the day as utilizing accumulated lieu time
 - work at home on mutually agreed upon activities
 - agree to work the additional hours approved by their supervisor at a later time (for contract employees)

Revised November, 2013