

Inclement Weather - What to Know

Collective Agreement - Article G includes Leaves: http://www.ktta.ca/images/KTTA_SD73_2013_2019.pdf
District Website - www.sd73.bc.ca

With the recent snowfall, there is a possibility that you won't be able to safely arrive at work **OR** that the district may enact its Extreme Weather Policy.

Either way, the procedures are similar:

A. District Enacts Extreme Weather Policy

If a decision is made to cancel classes, close the school or discontinue bus service, **members would be notified before 7AM in the following ways: phone call, announcement through media, email, and posting on the district website.**

The policy states that employees are expected to report for and remain at work. **If you are not able to attend work, you are to make contact with your principal for further instructions.**

The policy excepts authorized leave for pay. The following are a couple of examples of authorized leaves that would have you paid (and that would be booked through OASIS):

- 1) Discretionary Leave - Unpaid leave that can be taken for any reason. You will be charged \$418 for the day and are only able to take two (2) per year.
- 2) Sick Leave - if you are unwell or have an injury, you are able to book your absence as sick leave.
- 3) Family Illness Leave - if you have an ill family members that lived with you (ie. child, spouse, parent) you are able to book your absence as family illness.

If those situations pertain to you, you may want to consider taking those leaves. The paid leave is charged to your "sick day" bank. Other paid leaves are noted in Article G in the collective agreement (http://www.ktta.ca/images/KTTA_SD73_2013_2019.pdf)

You would also be paid if your school administrator permits you to work from home or sends you to a nearby worksite (and you attend to that worksite)

B. District Policy Not Enacted but Unsafe to Get to Work

The district may not enact its policy because conditions are adequate for students to get to schools. However, it may be unsafe for you to get to work. In such a case, **you would still contact your school administrator and note that you are unable to safely get to work.**

Conversely, you are able to take paid leaves with some of those noted below if they pertain to you:

- 1) Discretionary Leave - Unpaid leave that can be taken for any reason. You will be charged \$418 for the day and are only able to take two (2) per year.
- 2) Sick Leave - if you are unwell or have an injury, you are able to book your absence as sick leave.
- 3) Family Illness Leave - if you have an ill family members that lived with you (ie. child, spouse, parent) you are able to book your absence as family illness.

You would book those leaves through OASIS if they pertain to you.

Please contact the KTTA Table Officers if you have further questions (David Komljenovic - 250-320-1825 or president@ktta.ca or Amanda Jensen - 250-819-3090 or 1vp@ktta.ca) or the KTTA Office (250-554-1223) if during regular office hours.

SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

POLICY 1024.7

Effective Date, May 11, 2015

**EMERGENCY PROCEDURE:
CANCELLATION OF CLASSES DUE TO EXTREME WEATHER**

The Board of Education recognizes its responsibility to keep District schools in session for pupils and employees for all prescribed school days.

On occasion it may be necessary to cancel classes, discontinue school bus service, and/or close schools. In these circumstances, the closures or cancellations are for students only. The superintendent or designate is authorized to make this decision.

REGULATIONS / PROCEDURES

1. The Superintendent's decision, where possible and practicable, will be announced the previous day to provide parents with additional time to make alternate arrangements for their children.
2. In the event that a decision to cancel classes, close the school, and/or discontinue school bus service is made on the same day, the Superintendent, where possible and practicable, will notify parents, students, and employees before 7:00 am in the following manner:
 - By telephone message to parents and employees
 - Announcements through local media
 - By follow-up email to employees
 - Posting to School District website
3. Administration, managers, principals, and vice-principals are expected to report to their worksites and ensure that buildings are open for employees. Administration, managers, principals, and vice-principals who do not report to their worksite, must make contact with their immediate supervisor for further instruction.
4. All employees are expected to report for and remain at work. Any students who arrive at the school will be supervised and cared for until picked up by a parent. Employees who do not report to their work site must make contact with their principal/supervisor for further instructions.
5. Only employees who report to work for the day or are on an authorized leave will be paid.
6. All rentals of school facilities will be cancelled on these days.