



## HUMAN RESOURCE POLICY

### **5.0 LEAVE ENTITLEMENTS**

#### **5.11 EXTREME WEATHER**

##### **Purpose**

To establish the guidelines and procedures to follow in circumstances when extreme weather prevents an employee from reporting to work, or when conditions are such that employees should be provided with the option to leave work.

##### **Application**

This policy applies to all IPC employees.

##### **Policy**

Extreme weather includes exceptional conditions such as blizzards, tornados and floods, as identified by Environment Canada. This could include conditions leading to road and highway closures.

##### **Guidelines**

Provided the IPC remain open during periods of extreme weather, employees should make every effort to report to work. It is recognized that some employees may find it difficult to report to work during periods of extreme weather due to family responsibilities (i.e. school closures and the need to pick up a child or children), transportation problems or road conditions. Supervisors are encouraged to make every effort to accommodate employees' requests for leave, subject to the operational requirements of the workplace.

The Commissioner, or supervisor, will use his/her discretion concerning the ability of employees to leave early or report late to work based on operational requirements and severity of weather conditions in the affected locations. When making these decisions, the Commissioner will make the decision to close offices based on information from Environment Canada regarding extreme weather conditions and/or local road and highway closures.

Once a decision has been made to close the office due to extreme weather, employees are to be notified that they have the choice to leave the workplace. At no point should employees be directed to leave the office; it is the employee's decision to make.

If the Commissioner has provided the choice for employees to leave early and/or delay reporting for work due to extreme weather, the time away from work will not be charged against any leave credits.

If employees make the decision not to report for work or to leave early/arrive late due to weather conditions without the Commissioner or supervisor's direction, the employee is required to make up the time or use their vacation leave, SDOs or pressing necessity, as determined in accordance with the pressing necessity policy. If an employee chooses not to use entitlements, then the time must be accounted for as leave without pay.

### **Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

### **Influencing Sources**

Saskatchewan Public Service Human Resource Manual: Section 712

Legislative Assembly Service Human Resource Policy 5.10