

INCLEMENT WEATHER PROCEDURE

CUPE Staff:

Pursuant to the [2022-25 CUPE Collective Agreement](#) Letter of Understanding #17, the following governs procedure in the event of a school closure(s) due to inclement weather.

1. Regular employees, and temporary employees who are in a temporary assignment for a period of more than twenty (20) consecutive days, will be entitled to be paid at straight time, for the time off from work up to a maximum of two (2) work days per school year.

Employees who had a previously scheduled absence will not be eligible for this leave.

2. Employees who are not entitled to, or who are entitled to but have exhausted the maximum of two (2) days, as noted under point #1, must take the day as a vacation day or a day without pay.
3. The Employer will identify positions and employees who will be directed to work as necessary for efficient operations during a school closure.

Employees who are required to work will receive time off in lieu for the time worked. The time off in lieu will be at straight time, up to a maximum of two (2) days off in lieu, per school year.

A day off in lieu must be approved in advance and will be scheduled based on operational needs at no cost to the Employer.

[Article 18.12](#) (Banked Time) does not apply.



During severe weather events, all schools in the Nanaimo Ladysmith School District will remain open if possible. If a district-wide closure is necessary, the district will make every effort to make the first announcement between 6am and 6:15am.

Information about a district-wide closure can be found on the district website, Facebook, Twitter, local radio stations, or by School Messenger via email, phone or text.

