

# INCLEMENT WEATHER PROCEDURE

## Teaching Staff:

Pursuant to Article D.31 of the Collective Agreement, the following procedure governs cancellation of short term: Family Responsibility Leave, Paid and Unpaid Discretionary Leave and Sick Leave, in the event of inclement weather school closures.

Teachers will be able to unilaterally modify or cancel their recorded leave any time up to, and including, at 7:30 AM the day of a school closure on which the leave would have been taken (the "Cutoff Time").

Should a teacher encounter a technological issue in attempting to modify or cancel their leave within the Cutoff Time, an email to the [District Principal of Human Resources](#) and also the site-based School Administrator, sent within the Cutoff Time, advising them of the requested modification will be accepted In lieu.

### To cancel a leave:

[Atrieve](#) > Time & Attendance > View or Change

1. Select applicable ID No. hyperlink:

View/Change - Absence Dispatch Listing

Absence Dispatch Listing for [redacted] Click the ID number of the record that you want to view, close or cancel.

**Absences**

Date Range: 17-Jun-2023 To 17-Jul-2024 Go

ID No	Start Date	End Date	Absence Reason	Location(s)	Replacim
<b>1</b> 560594	07-Dec-2023	07-Dec-2023	SICK LEAVE		

2. Once your leave application opens, scroll to the bottom to edit, shorten or cancel your absence:

Leave Applicant: [redacted] Absence ID: [redacted]  
 Start Date: 07-Dec-2023 End Date: 07-Dec-2023  
 Absence Code: Sick Leave Status: Approved

**Schedule Details**

Date	Day	Position	Location	Start Time	End Time
07-Dec-2023	Thu	Teacher			

**Details**

Article G.20 - Sick Leave  
 It is recognized that the purpose of sick leave is to provide sick leave benefits, as outlined in this Article, to teacher absent from their duties for reasons of the teacher's illness or unavoidable quarantine. If the Board so requests, and at the Board's expense, the teacher shall provide a certificate to that effect, signed by a medical practitioner, confirming the illness and/or the expected length of the teacher's absence.

**2** → Edit Absence Shorten Absence Cancel Absence Back

3. Ensure you receive confirmation of successful cancellation.

View/Change - Absence cancelled for ID 560594

**Absence Details**

Date(s): 07-Dec-2023 to 07-Dec-2023  
 Absence Reason: Sick Leave

**3** You have successfully cancelled this absence. The change may take a minute to complete.



*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.*