

Section:	Compensation, Benefits and Leave Policies
Subject:	Inclement Weather Days
Policy Number:	AD-01-2025
Version:	2
Review Frequency:	As required
Approved by:	TBD
Approval Date:	TBD
Application:	This policy applies to all employees of the Municipality of North Middlesex
Notes:	The safety of employees is a priority of the Municipality of North Middlesex. The Municipality recognizes that inclement weather may make it difficult for employees to safely get to and from work, and is committed to maintaining a consistent policy for employees who may be impacted.

Legislative Authority: None

Policy Statement

The safety of all employees is a priority of the Municipality of North Middlesex. The Municipality recognizes that inclement weather may make it difficult for employees to safely get to and from work, and is committed to maintaining a consistent policy for employees who may be impacted.

Purpose

This policy will outline what steps the Municipality will follow when inclement weather may affect employees' ability to attend work

Definitions

"Inclement weather" is severe or harsh environmental conditions that can include snowstorms, ice storms, hurricanes, tornados, flooding or any unforeseen act of nature.

"Essential services" is a service, facility or activity of the Municipality of North Middlesex that is or will be, at any time, necessary to ensure the safety and security of the public or the continued operation of municipal services.

“Management” means an employee’s immediate supervisor available at the time, whether that person is a lead hand, supervisor, operations manager or director of the department as the case may be for each individual employee, and also includes the person responsible for the relevant facility in the absence of management.

Scope

This policy applies to all members of the Municipality’s organization including full-time, part-time and contract staff.

Responsibility

- 1.1. The Chief Administrative Officer (CAO) is responsible for making the decision to close the Municipal facilities/offices due to inclement weather.
- 1.2. Management is responsible for:
 - a) approving employee’s time, whether time is to be made up, taken as vacation, lieu, banked or unpaid time;
 - b) ensuring employee’s time is appropriately recorded in the time and attendance system.
- 1.3. Employees are responsible for:
 - a) advising Management within an appropriate timeframe of lateness or absence from work due to inclement weather;
 - b) obtaining Management prior approval when leaving work early due to inclement weather;
 - c) obtaining Management approval to either make time up, take vacation, lieu, banked or unpaid time.

Policy

Employees

- 1.4. Employees should make reasonable effort to attend work at the regularly scheduled time and location to ensure Municipal facilities and services are open and general operations are functioning. The Municipality recognizes that there will be occasions when severe weather conditions prevent employees from safely coming to work or cause them to be late.

- 1.5. When an employee is unable to report to work or will be late because of inclement weather conditions, the employee must contact their Manager or designate as soon as possible to advise them of the absence or delay. Managers should contact someone in their office to advise their staff if they will be unable to report to work or will be late.
- 1.6. An employee who wishes to leave work early due to inclement weather conditions must obtain approval from Management.
- 1.7. An employee, who misses less than two (2) hours of work as a result of lateness or leaving early due to inclement weather, may make up the missed time, use vacation, lieu, or emergency leave, with the approval of Management.
- 1.8. An employee who misses more than two (2) hours of work or who is absent from work a full day due to inclement weather, must use vacation, lieu time or personal time with the approval of Management.
- 1.9. Unpaid time may be requested if the employee does not have any vacation, lieu time or personal time.

Closure of Municipal Facilities/Offices

- 1.10. Concerns over employee, client, and public safety will be paramount in the decision to close any Municipal facilities or offices.
- 1.11. The decision to close Municipal facilities or offices will be made by the CAO or designate and will be made in consideration of:
 - a) storm severity
 - b) travel warnings
 - c) weather reports from Environment Canada
 - d) road conditions for the Municipality of North Middlesex and surrounding area
 - e) accessibility of Municipal facilities – parking lots, sidewalks, driveways
 - f) school and other business and service closures.
- 1.12. If the CAO decides to close Municipal facilities/offices, the CAO will authorize an e-mail to all employees and direct that notification be posted on the Municipality of North Middlesex website. Management will be responsible for notifying all affected employees.

- 1.13. If the CAO decides to close Municipal facilities/offices prior to the start of the workday, employees will not be required to attend work unless their work is deemed an essential service. Employees will be paid as if they had come to work.
- 1.14. If the CAO decides to close the Municipal facilities/offices during a workday, employees will be sent home and will receive full wages for the balance of that day.
- 1.15. Employees who were unable to report to work, arrived late or left prior to the closure will be required to make up or otherwise account for their time up to the time of closure and will receive full wages for the balance of that day. **This will be at the discretion of the Chief Administrative Officer.**
- 1.16. Employees who are not scheduled to work at that time or on that day, who are already on an approved vacation, lieu or banked time, or any other approved time off are not entitled to equivalent time off at a later date. **This will be at the discretion of the Chief Administrative Officer.**