



APPLICATION FOR INCLEMENT WEATHER LEAVE FORM RENFREW COUNTY DISTRICT SCHOOL BOARD



When to complete this form: When absent the prior day (for a full day) as a result of inclement weather.

1. Employee to complete the day following an absence due to inclement weather.
2. Employee to sign (or email) and submit to Principal/Supervisor.
3. Principal/Supervisor to complete comment section and forward to the H.R. Department.
4. The H.R. Department will return a copy of the form to the Principal/Supervisor and employee only where the application has been declined.

Name: _____ School/Location: _____

Date(s) Absent: _____ Home Address: _____

When it is not safe for an employee to make it to their school/location, but can report to a school/location closer to their home, then the employee is expected to do so.

If a roadway is impassable (or closed) and the employee cannot get to any location, there would be no charge to that employee's special leave account if provided for in their Collective Agreement. However, if there were alternate routes available to the employee, the employee would be expected to use alternate routes. **Bus cancellations do not automatically ensure staff have an inclement weather day.**

Please bear in mind that the Board does not expect staff to risk their personal safety, but should make an honest attempt to report for work.

Details to be completed by the employee.

I hereby apply for leave for inclement weather:

Name of Road Impassable/Dangerous: _____

Number of Attempts Made to Reach Work or Closest Location: _____

Closest School Location to Home Address: _____

School Contacted: Yes No (if no, explain)

Other Relevant Details to be Considered: _____

Employee Position: _____

Principal's Comments

Signatures and Authorization

Signature of Employee: _____ Date: _____

APPROVED: YES NO

Signature of Principal/Supervisor: _____ Date: _____

Superintendent of Human Resources or Designate: _____ Date: _____

Questions about this collection of personal information should be directed to the Freedom of Information Coordinator, 1270 Pembroke St. W., Pembroke, ON, K8A 4G4, (613) 735-0151.

