COLLEGE POLICY

Policy No. & Title:	**P-121 Inclement Weather**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2025-08-01
Next Review:	2026-10-31

Purpose
To establish the guidelines and expectations for closing a Campus or Support Centre due to inclement weather conditions.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, visitors, and contractors.

This policy does not apply to employees or students who are facilitating or completing Online or Remote delivered programs.

Definitions
N/A

POLICY
Principles

- The College is committed to providing a safe and healthy learning and working environments for all members of the College community.
- The College recognizes inclement weather may occur in any season and therefore campus and/or office closures may occur at any time.

Application

1) Each Campus Director (CD) shall be responsible for determining if the weather in their area warrants closing the campus for scheduled in-person morning, afternoon and/or evening classes, clinics or activities. The closure of the Campus Support Centre will be made and communicated by senior leadership.

2) If the CD determines a Campus closure is warranted, the CD must contact the Regional Director of Operations (RDO) or the Vice President, Operations to seek guidance on a possible campus closure.

3) The decision to close a campus shall be made jointly between the CD and RDO. The decision to close the Support Centre shall rest with senior leadership.

4) When campus and/or office closures are deemed necessary, students and employees must be notified immediately.
   a) Morning closures will be announced on or before 6:00am
   b) Afternoon closures will be announced on or before 11:00am
   c) Evening closures will be announced on or before 4:00pm

5) Students will not be marked absent due to campus closure.
   a) If the campus remains open but the student feels it unsafe to travel due to weather conditions, the student will be marked absent.

6) Staff of both Campuses and the Campus Support Centre are expected to work their regular working hours from home during an inclement weather closure.
   a) If the campus/support center remains open, employees working from the facility are expected to travel to that location. If the employee feel it is unsafe to travel due to weather conditions, the employee must advise they will be absent.
   b) All employees are able to request paid time off (PTO) for the day if PTO hours are available. Where PTO hours are not available, the employee will be unpaid.
   c) All employees who are unable to complete duties from an alternate location will request time off.
   d) If the Campus/Support Centre is closed, no employees may work from the facility.

7) If weather conditions deteriorate during business hours, the CD and RDO will confer to determine if the campus should be closed. The CD must use their discretion to determine if employees should be allowed to leave early. Such consideration must consider, first and foremost, College member safety, and be informed using advice from local road reports and weather advisories.

8) Students enrolled in Online or Remote programs will have no disruption to their classes due to inclement weather. Students enrolled in in-person programs can expect remote delivery during an inclement weather closure. Students on Internship / Placement should abide by the recommendations of their host employer.

Related Policies
P-101 Health & Safety

Supporting Documents/Forms
P-121p Inclement Weather – Procedure