

The Board of Education, School District No. 48 (Sea to Sky), recognizes that there may be occasions when staff are unable to report to work due to inclement weather or emergency road closures.

The procedures for staff when inclement weather or emergency road closures occur are:

**1. Expectation to Report to Work**

In the case of any inclement weather or road closure, either within the boundaries of the school district or outside of the boundaries of the school district, it is expected that staff will take all reasonable steps to arrive at their work site on time.

**2. Alternate Site**

Staff working in a community in which they do not reside may be reassigned to an alternate site.

**3. Payment**

If staff are unable to report to duty, they will not receive pay.

**4. Notification**

4.1 Staff shall inform their principal or designate, of the delay, the reason for the delay and the expected time of arrival.

4.2 When staff are unable to contact their principal or designate, they shall contact the Board Office.

Adopted: May 1994  
Revised: December 13, 2017