

Ingersoll Support Services Inc.

Policy: Inclement Weather

Policy # HR 21

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012; September 26 2016*

Ministry requirement - No

Review Date: March 22 2019

Ingersoll Support Services Inc. will respect the employee right to determine their ability to get to work safely in adverse weather conditions. When the employee chooses not to travel to work due to adverse weather conditions the employee will not be paid for the hours they were scheduled to work.

Procedure:

1. Employees must notify their Supervisor or the On-call person accordingly, immediately if they are unable to get to work due to adverse weather conditions.
2. The employee will not be paid for the hours they were scheduled to work.
3. The Supervisor may request that the employee work the hours at another, mutually agreeable time.
4. It is the employee's responsibility to ensure that the time sheet is correctly completed in the event that scheduled hours are not worked. This is verified by the Supervisor.
5. People accessing our services need to continue to receive support regardless of the situation. If an employee cannot be relieved of their duties due to weather. It is expected that the employee will continue to provide support until another employee can safely replace them.