



Centre for
Heart Lung Innovation
UBC and St. Paul's Hospital

UBC HLI POLICY

Title: HLI Snow Policy

Procedure: HLI-POLICY HR-1 **Supersedes:** HLI Snow Policy

Originator: HLI Human Resources **Approved by:** HLI Executive

Effective Date: November 18, 2010 **Review:** September 30, 2013

Total Number of Pages: 2

Related Policy: UBC Policy No. 68: Disruption of Classes/Services by Snow

1. PURPOSE

To indicate to all staff members the policy and procedure for attending work during inclement weather conditions, with an aim to remain operational during snow storms.

2. SCOPE

This policy applies to all UBC (M&P, CUPE, NUT) and PHC Staff Members of the Centre for Heart Lung Innovation (HLI).

3. GENERAL

3.1 UBC and PHC Staff members do not have time-off allotted in their agreements for inclement weather conditions. Therefore, staff are expected to be at work during snow storms.

3.1.1 Please plan for the extra time it may take to travel to work safely.



4. PROCEDURES

- 4.1. A staff member who is expected at work but unable to come because of snow is expected to advise their supervisor as soon as possible by phone or email. Also, a staff member may be delayed in getting to work because of snow, and is expected to communicate with their supervisor regarding this as soon as possible.
 - 4.1.1 If staff are unable to attend work due to inclement weather conditions, there is no paid sick/special leave available. If staff cannot make it to work, or are delayed, with the supervisor's agreement, staff may receive compensation for the day by using vacation time or accumulated time owing, or may make arrangements to make up the time.
 - 4.1.1.1. Please indicate the agreement and applicable time off (ie: vacation) in your UBC Attendance Calendar.
 - 4.1.2 In the event that a supervisor agrees to allow an employee to work from home, specific deliverables for the day must be agreed upon.
- 4.2 In the event of deteriorating conditions during a normal workday, the Director has the authority to permit staff members to leave early without loss of pay, upon receiving the communication originating from the Deputy Vice-Chancellor.
- 4.3 Faculty and students should follow Policy 68 in regards to snow closures.
- 4.4 Faculty, staff and students should visit the UBC home page at <http://www.ubc.ca> or listen to updates on local radio and TV stations for the latest information on closures.