

## Administrative Procedure 755

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### Impassable Roads

#### Background

Living in an area that experiences times of severe winter weather requires preparation and pre-planning and staff are required to make every reasonable effort to attend their place of work. On rare occasions, no amount of preparation is sufficient if road conditions reach a point where it is not possible for staff to travel. In these circumstances, a staff member may request impassable roads leave.

#### Procedures

1. To claim an impassable road leave a staff member must, as soon as possible, send a request by email to the Superintendent and copied to the staff member's direct supervisor with the following information:
  - 1.1. Name, role and work place of the staff member making the request
  - 1.2. Date the request is being made for
  - 1.3. Efforts made to reach the workplace including:
    - 1.3.1. Routes attempted
    - 1.3.2. Times of the attempt
    - 1.3.3. Weather conditions and related comments
    - 1.3.4. Type of vehicle and if the vehicle is equipped with winter marked tires
2. Considerations for granting an impassable road leave include:
  - 2.1. The cancellations of transportation services in the area. If buses are running in the area an impassable road leave will not be granted. If buses are not running it does not mean the roads are necessarily impassable for passenger vehicles.
  - 2.2. The condition of highways and backroads, suddenness of weather patterns, amount of snowfall, freezing rain and other such conditions will be considered as detailed in the request.
3. If the impassable roads leave is not granted, the staff member may use other types of leave as appropriate or request an unpaid leave.

Reference: Administrative Procedure 750 Severe Weather	Date Approved: February 8, 2022
	Reviewed or Revised:

References shall be updated as required and do not require additional approval.