

DEPARTMENT OF MEDICINE
SNOW POLICY

The University will remain open during snow storms but may cancel or reschedule classes on a university-wide basis and/or curtail non-essential services in response to the conditions.

PURPOSE

Provide a snow policy for staff of the UBC Department of Medicine in the event of extreme snow conditions.

PROCEDURE

In the event of deteriorating weather conditions during working hours either the Department Head or Acting Head or Director of Administration or Supervisor can make a decision to send staff home early. Under these conditions, staff will be paid for that day.

Employees are expected and required to come into work in the event of a heavy snowfall, unless the Department advises them otherwise. Should an employee be required to stay at home due to concerns about safety or child care arrangements, they may arrange with their Supervisor to make up the time by:

- 1) taking a vacation day
- 2) making up the time at a later date, or
- 3) taking the day off without pay

Employees who cannot come to work must contact their Supervisor, immediately to communicate their decision.

Employees who have made a diligent effort to come to work but arrive late due to severe weather conditions will receive their normal pay for the day.

REPORTING PROCESS

In the event the weather conditions should necessitate the closure of the Department, this information will be communicated as follows:

- 1) The Dean/University will notify the Head or Acting Head of the cancellation of classes. The Head will then make a decision regarding closure of the Department.
- 2) The Head will then notify:
 - Director of Administration or designate
- 3) Either Director of Administration or designate will change the message on the main phone line under option 5, in the event the decision is made to close the Department of Medicine. **Staff will be expected to call 875-4107 and press 5 for instructions or contact their Supervisor directly.** Check message periodically as it may be updated throughout the day.

The Department of Medicine snow policy will be communicated in writing to all staff once a year by e-mail and is also located on the department web site at:

http://www.medicine.ubc.ca/index.cfm?content=about/snow_policy.cfm