



**SNOW OR EXTREME WEATHER EVENTS POLICY
PETER A. ALLARD SCHOOL OF LAW**

General Procedures:

1. The University will remain open during snow storms and other extreme weather events but may cancel or reschedule classes on a campus-wide basis and/or curtail non-essential services in response to the conditions.
2. The University will continue to provide essential services even during snow storms and other extreme weather events. Examples of essential activities are the food service needed for students in residence, the functioning of the central heating plant, and maintenance of security. The Faculty of Law's faculty and staff are not involved in the provision of any essential services that must be provided even when the University closes due to snow storms or other extreme weather events. Faculty and staff are thus permitted to remain at home when the University cancels classes on a University-wide basis and curtails the provision of non-essential services.
3. Certain extreme weather conditions or other factors may dictate the cancellation of classes (both credit and non-credit) on a campus-wide basis and the curtailment of nonessential services. The decisions to cancel classes or to curtail non-essential services will be made by the central administration of each campus. The decision will be communicated within the university community by the relevant Vice Presidents, Deans, Heads and Directors. The decision will be communicated to local radio and television stations by Public Affairs. The University's central administration and Public Affairs office will coordinate all communications with the media about closures and cancellations.
4. In the event that conditions deteriorate overnight, every effort will be made to communicate any decision to curtail services to the radio and television stations by 6:00 a.m. The law school will also make every effort to announce any closures by 7:00am by voice mail on (604) 822 6882 and a Faculty wide email.
5. If the University curtails services due to weather, members of staff who were already scheduled to be on vacation, sick day etc., will not be permitted to take another day off as vacation, sick day etc.



Allard School of Law Procedures

Extreme weather conditions when the University remains open (i.e.: NO University closure):

1. Staff members are generally expected to work when the University is open. However, staff members who have not been designated within the Faculty as necessary to provide basic services may choose to stay at home during extreme weather and to take the time off as a vacation day.
2. Road conditions sometimes deteriorate during the normal workday and the University may give Deans the authority to permit staff members who are not designated as necessary for the provision of basic services permission to leave early without loss of pay. The Dean will communicate any such decision by e-mail after having received authorization from the central administration.
3. A staff member who is expected at work but who is unable to reach the Faculty or who is delayed in reaching the Faculty because of extreme weather is expected to advise the Senior Manager, HR and Operations as soon as possible. A staff member who wishes to leave early due to deteriorating weather conditions is expected to advise their Supervisor. In all cases, the member of staff may receive compensation for the hours or days lost by using vacation time.
4. For the Allard School of Law the following staff positions are deemed to be necessary to provide basic services so long as the University remains open:
 - Senior Manager, HR and Operations
 - Receptionist
5. Faculty members are expected to carry out their classes and academic responsibilities so long as the central University is open and has not cancelled classes. A faculty member who is uniquely unable to reach campus to carry out his or her teaching or other obligations due to extreme weather should make appropriate arrangements to notify his/her students (through notice to the Receptionist, his/her secretary and a class-list e-mail) and the Associate Dean for Academic Affairs. The Faculty member should schedule make-up class(es).

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Ngai Pindell
Dean, Peter A. Allard School of Law