



Policy Name:	Adverse Weather Conditions and State of Emergency
Policy Category:	Finance and Human Resources
Developed by:	Finance and Human Resources Committee
Approved by:	NLCHP Council
Approval date:	June 28th, 2018
Review:	Every 3 years

Overview: Recognizing that some employees may find it difficult to report to work during periods of inclement weather due to family responsibilities, transportation problems or road conditions, the NLCHP will make effort to accommodate employees request for leave subject to the operational requirements of the office.

Policy: NLCHP's office will close due to adverse weather conditions and state of emergency consistent with the public announcement of the closure of provincial government of Newfoundland and Labrador offices in the St. John's region. NLCHP's office will close based upon notification from the landlord that the building has lost power or other essential services required to ensure a safe workplace. Employees will be paid as if they had worked their normal work hours when the office is closed due to adverse weather conditions, state of emergency or on notification of the landlord.



Procedure:

1. The Registrar or Deputy Registrar will post to the news section of the web site www.nlchp.ca “Due to (identify the issue i.e. weather conditions, state of emergency, building issue) the office of NLCHP will be closed (identify the timeframe). The web site will be updated when the office reopens to the public”

2. The Registrar or Deputy Registrar will update the NLCHP phone message to indicate the closure.

References

Government of Newfoundland and Labrador –policy Adverse Weather Conditions and States of Emergency.

Original Policy: May 21st, 2013

Revised: June 28th, 2018