

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>AM - 2.1.22</b>
Section <b>Hours of Work and Leave</b>	Subject <b>Inclement Weather / Unsafe Travel Conditions</b>

## 1. APPLICATION

This policy applies to all unionized (in accordance with collective agreement) and non-union personnel who are directly employed by the Municipality of the County of Annapolis.

## 2. AUTHORITY

Sections 65, *Municipal Government Act*, as amended.

## 3. PURPOSE

Employees are expected to make every effort to report for work. However, individuals are the best judges of their personal safety and have the discretion to determine whether travel to the office / worksite is feasible. If an employee feels they cannot travel to work safely due to inclement weather or unsafe travel conditions, they should advise their supervisor or manager.

## 4. PROVISIONS

- 4.1 All employees are permitted up to 3 days (21-24 hours) per year to be absent from work due to inclement weather / unsafe travelling conditions.
- 4.2 Any time / days in excess of 3 days (21-24 hours) per year must be deducted from vacation days.
- 4.3 The inclement weather allotment must be used within the fiscal year in which it falls and may not be carried over or accumulated.

Municipal Clerk's Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

*Seven (7) Day Notice*..... **February 8, 2011**  
*Council Approval* ..... **February 15, 2011**

**Carolyn A. Young**

Municipal Clerk     Date

**February 15, 2011**

At **Annapolis Royal** Nova Scotia