

Inclement Weather Policy

POLICY #PC-02-17

FINAL

PURPOSE

The purpose of this policy is to provide clear direction to employees on how to proceed should there be inclement weather on a day they are to work from an OLG worksite.

APPLICATION AND SCOPE

This policy applies to all OLG employees.

Bargaining unit employees should refer to their specific collective agreement to determine expectations regarding inclement weather.

POLICY STATEMENT (& GUIDING PRINCIPLES)

OLG encourages each employee to exercise their best judgement with regard to travel conditions and other safety concerns if there is inclement weather on a day when the employee is expected to attend an OLG worksite, as per OLG's Hybrid Work Policy.

DEFINITIONS

Inclement Weather: Severe or harsh environmental conditions which disrupt transportation services, wholly or partially, and which may make an employee's usual travel to work unsafe. These conditions can include snowstorms, ice storms, tornados, flooding or any unforeseen act of nature.

Commuting Impediments:

- **Road Closures:** Refers to the full or partial closure of major highways or streets where there is not a viable alternate route to travel to an OLG worksite.
- **Interruptions to Transportation Services:** Includes but is not limited to full or partial cancellation and significant delays to public transportation services that adversely affect an employee's ability to get to and from work.

OLG Worksite: a designated OLG office.

REQUIREMENTS

1. Expectations During Inclement Weather

- 1.1. Employees will make a good-faith effort to report to their OLG worksite on time. This includes, but is not limited to, allowing sufficient travel time, and using alternate routes or alternate methods of transportation.
- 1.2. Should it not be possible or safe for the employee to travel due to inclement weather, employees must notify their manager prior to the start of their regularly scheduled shift if they are unable to attend an OLG worksite.
- 1.3. In the case of 1.2, employees who have the ability to work remotely will be expected to do so. Employees who do not have the ability to work remotely will have the following options:

- a. Use available leave credits, including vacation, MCO and personal time hours. Employees are not permitted to use Short-term Sickness credits to cover their absence.
- b. Take the day as an unpaid vacation day.

1.4. Employees who are late for work as a result of inclement weather or commuting impediments will not be penalized, by payment or through performance management. Employees are asked to contact their manager as soon as possible to advise of their approximate arrival time.

2. Calculation

- 2.1. Employees who work remotely during inclement weather or who work from an OLG worksite will be paid for the hours they work at their regular rate of pay.
- 2.2. Employees who cannot work remotely or cannot safely travel to an OLG worksite, and who elect to use paid vacation, MCO or personal hours to cover their absence, will be paid for their regular hours of work and have the corresponding paid time off credit deducted.
- 2.3. Employees who cannot work remotely or travel safely to an OLG worksite, and who elect to use an unpaid vacation day will not be paid for the day.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employees	<ul style="list-style-type: none"> ▪ Ensure Manager is notified prior to the start of their regularly scheduled shift if they are not able to travel safely to an OLG worksite ▪ If required, record a paid day off or unpaid time accurately in Workday on the same day as the absence
Managers	<ul style="list-style-type: none"> ▪ Ensure employees understand their expectations with respect to inclement weather ▪ Carefully review the employee's Workday submission to validate
People and Culture (HR Business Partners)	<ul style="list-style-type: none"> ▪ Ensure adherence to policy criteria noted above

RELATED POLICY INSTRUMENTS

- OLG's Hybrid Work Policy

POLICY OWNER

Sr Director Rewards, Wellness, HR Systems & Reporting

POLICY APPROVAL

Approver	Date
Senior Vice President, People and Culture	November 2022

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
November 2022	People and Culture – Total Rewards	<ul style="list-style-type: none">▪ Reflected hybrid work model▪ Supersedes Inclement Weather & Commuting Impediments Policy #L-HRPP03-10