



Schools and offices closed

Good morning TCDSB staff,

As you are aware, due to the extreme weather notice for today in Toronto, a decision has been made in conjunction with our coterminous Board to close all TCDSB schools, administrative offices and child care centres within TCDSB schools. Schools bus transportation and permits have also been cancelled for today.

If you are a designated emergency staff member please take extra caution when commuting to the regular work location for your regularly scheduled shift. If you are unable to report to work, please notify your supervisor.

If you are unfamiliar with our policy regarding school closures, please review below.

Thank you everyone for your continued service and care for our students.

(III) Employees' Absence during a Board-Wide Closure of all Facilities (Schools & Administrative Offices):

- a) If the Board determines in the early morning before the commencement of the instructional day or on the day before that all school facilities and administrative offices are to be closed, the announcement will be made by the Director of Education on the Board's website.
- b) Staff members are not expected to be at work and will be paid without a deduction from their non-personal illness days.
- c) For those employees who had pre-scheduled an absence prior to the Board's determination that all school facilities and offices are to be closed (i.e. an employee has reported a sick day, vacation day, lieu day etc., this list is not exhaustive), the absence will be coded and deducted consistent with the pre-scheduled arrangement.
- d) All elementary and secondary school Principals, Vice-Principals, Head Caretakers and Maintenance employees (CUPE 1280) and Facilities Operations Service Quality Supervisors are designated as emergency staff members and are to report to the regular work location for their regularly scheduled shift, with consideration for their personal safety and the weather conditions.
- e) If a designated emergency staff member is unable to report to work due to the inclement weather, the staff member must so advise the immediate Supervisory Officer or Manager/Supervisor and sufficiently demonstrate that they were unable to report to work due to the severe weather

conditions. The emergency staff member will be paid without deduction from their non-personal illness days.

f) All Principals, Vice-Principals, Head Caretakers and Facilities Operations Service Quality Supervisors who report for work at their regular work location and work their regularly scheduled shift, as recognition of their attendance at work during a board-wide closure, in addition to their regular working wages, will be granted paid time in lieu, equivalent to their hours worked on the day of the board-wide closure.

g) Principals and/or Vice-Principals are required to contact school site tenants, such as before and after-school service providers or daycare centres, and advise the tenant of the Board wide closure of all facilities.

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