

Geography Department Snow Policy:

The department does not have any essential services and no position is designated as an "operationally vital" one.

- 1) If snowfall happens overnight, UBC will communicate their decision to cancel classes to the radio stations by 6 am. Please use the radio as your source of information. If you have access to the internet, please also check the UBC website (www.ubc.ca) for information.
 - If only classes are cancelled, staff are expected to be at work.
 - If "non-essential services are curtailed" then staff do not need to be at work.
- 2) If classes are on and you choose not to come to work because of snow conditions or other concerns, you will have to take vacation or time off without pay. If you are late coming in due to snow conditions, you can make up the time (if time lost is less than one hour) or take vacation or time off without pay. Please inform the Administrator of your decision by phone to 822-3539.
- 3) If snowfall happens during the day, the Head will decide if staff can go home early.

UBC Snow Policy (Policy No. 68):

<http://www.universitycounsel.ubc.ca/policies/policy68.pdf>