



10. Depending on the location of GN community offices in relation to employees' places of residence, a Deputy Head may instruct affected employees by formal notice to disregard the community-wide office closure announcement and report to, or remain at work.
11. In the case of essential services, the Deputy Head may vary the employees' normal shift hours and where necessary, provide employees with sleep over facilities to ensure the provision of essential services. Such arrangements will form part of the department's emergency services plan which will be communicated in advance to affected employees. Any change in the employees' normal shift hours will be subject to the applicable overtime, stand-by rates and other similar pay provisions.
12. The officially announced departmental or community-wide office closure does not apply when the employer provides employees with emergency vehicle transportation to and from work.
13. When the GN officially announces a departmental or community-wide office closure due to bad weather, employees will be considered to be on authorized leave with pay.
14. When an employee is unable to report for work due to local impassable road conditions, the absence of public transportation, or any other acceptable reason, the employee will be considered to be on special leave utilizing earned special leave credits.
15. The Deputy Minister of Human Resources is responsible for the overall application and administration of the provisions of this section, including:
 - Deciding whether to close all or part of GN services in a community, in consultation with the designated community based officials;
 - Communicating this decision to the Department of Executive and Intergovernmental Affairs to ensure a Weather Bulletin is posted on the GN computer network and social-media sites; and
 - Communicating with all other affected GN departments and local radio stations.
16. Deputy Heads are responsible for:
 - Developing departmental essential services plans to deal with bad weather;

