

Adverse Weather Policy

Document Reference	AW01
Title of document	Adverse weather Policy
Owner	HR
Publication/issue date	October 2018
Review date	April 2019
Reviewed by	Natasha Johnson - HR Manager
Distribution	Email / Intranet

Contents

Section	Page
1. About this policy	3
2. If you are unable to attend work due to adverse weather	3
3. Factors for managers to take into account	3
4. Leaving work early due to adverse conditions	4
5. Other considerations	4



Adverse weather policy

1. ABOUT THIS POLICY

1.1 This policy recognises that during periods of adverse weather conditions you may face difficulties in attending at your work place and/or returning home. This may be caused by, for example, heavy snow falls and flooding. While we are committed to protecting the health and safety of all our staff, we seek to ensure that any disruption caused to our services remains minimal.

1.2 The purpose of this policy is to outline the responsibilities of all employees and line managers when considering attendance at work during adverse weather conditions and /or leaving the workplace early due adverse weather conditions. In applying this policy, Heads of Department and individual line managers will seek to treat you fairly and proportionately taking into account your personal circumstances.

1.3 This policy does not form part of your contract of employment and it may be amended at any time.

2. IF YOU ARE UNABLE TO ATTEND WORK DUE TO ADVERSE WEATHER

2.1 In the event of adverse weather conditions, you should take all reasonable steps to attend without putting your personal safety at risk. This includes changing your means of travel if necessary (e.g. using public transport when you normally drive), or using a combination of travel options, even if this results in arriving late for work. Any additional expense incurred by you arising from your using different travel methods cannot be reimbursed by us.

2.2 Where you are unable to attend work due to adverse weather conditions, you should take all reasonable steps to let your line manager as soon as is practicably possible. This should be in line with your department's normal arrangements for reporting sickness absence or other unanticipated absence and applies for each day that you are unable to attend work. Failure to comply with reporting arrangements may amount to unauthorised absence which treated as unpaid leave and may lead to disciplinary action.

2.3 If you made efforts to attend work on time and arrive late then, having regard to the severity of the conditions (and any relevant personal circumstances), you will not normally be expected to make the up the time. This is subject to where the total lost time does

not exceed one half of your normal working day. If the total time lost amounts to more one half of your normal working day, the provisions outlined in paragraph 2.4 below should be applied.

2.4 Where it is unavoidable that you will be absent from the workplace due to adverse weather conditions then, and subject to operational needs, one of the following options may be agreed with your line manager:

- a) Working from home (if practicable);
- b) Making up the time/hours lost (usually within one month);
- c) Taking a day's/half day's annual leave;
- d) Taking unpaid leave;
- e) Paid as normal – see 2.5 below;
- f) Or apply a combination of the above options.

2.5 In exceptional circumstances it may be necessary for Heads of Department to close a department. In such circumstances employees you will usually be paid as normal.

3. FACTORS FOR MANAGERS TO TAKE INTO ACCOUNT

3.1 The following factors should be taken into consideration by the Head of Department / line manager when deciding the appropriate action for absence from the workplace due to adverse weather conditions (paragraph **2.4** above):

- y The employee's safety;
- y The operational requirements of the business;
- y Distance travelled to work;
- y Prevailing weather conditions and their expected duration;
- y Information and guidance on travelling from reliable sources including the AA, police and/or local radio;
- y Modes of transport available;
- y The degree of effort exercised by staff and whether they have made attempts to make alternative travel arrangements;

- y The practicability of working from home. Any working from home arrangements should be closely monitored to ensure that it is productive.
- y The use of existing on-call arrangements in order to establish contingency arrangements where adverse weather conditions are foreseeable.
- y The caring or childcare responsibilities of the employee;
- y The health of the employee; for example, where it is known that they have a mobility or other health/medical condition special care should be taken in reaching a decision relating to attendance and pay;
- y Any other factors that appear relevant at the time

4. LEAVING WORK EARLY DUE TO ADVERSE CONDITIONS

4.1 The Head of Department or a designated line manager should decide on a case by case basis whether it is appropriate for employees to leave work early. In taking the decision, they should consider the factors outlined in paragraph 3.1 above and subject to operational needs, apply one of the following options:

- a) Working from home (if practicable).
- b) Making up the time/hours lost (usually within one month).
- c) Taking a day's/half day's annual leave.
- d) Taking unpaid leave.
- e) Paid as normal – see 4.3 below
- f) Or apply a combination of the above options.

4.2 Where adverse weather is prolonged employees may wish to request a combination of points a) to f) above.

4.3 In exceptional circumstances it may be necessary for Heads of Department to close a department early. In such circumstances employees will usually be paid as normal..

5. OTHER CONSIDERATIONS

5.1 Special care should be taken when applying this policy where it is known that an employee has mobility

problems or a medical/health condition which may be exacerbated by adverse weather conditions.

5.2 Where schools/nurseries close without warning owing to adverse weather and you are unexpectedly required to provide/arrange care for your dependants, or have other caring responsibilities, the policy and provisions for leave for dependants may apply.

5.3 Employees who are already on leave (annual, maternity, sickness etc.) will not be entitled to a day off in lieu if their department is closed.