

DATED

ADVERSE WEATHER POLICY

1. INTRODUCTION

We recognise that adverse weather conditions can prevent employees from reaching their place of employment.

We will ensure that the health and safety of our employees is not compromised, by allowing affected employees immediate access to leave entitlement depending on the circumstances. No employee will be required to attend for work if it is unsafe to do so.

These arrangements will apply to all employees.

2. GENERAL

It is expected that employees will make every reasonable effort to reach their place of employment. However, employees are not expected to, and should not, put themselves at risk.

Employees who live in remote areas are aware of the potential difficulties they may face during periods of adverse weather and should be prepared to make appropriate arrangements in relation to attendance at work.

It is recognised that there will inevitably be occasions when weather conditions are so severe that some employees in outlying areas will either be prevented from getting to their normal place of work or will be late and/or need to leave early.

Any alleged abuse of this policy will be subject to investigation and, if necessary, action, under the Disciplinary Policy.

3. APPLICATION

In all circumstances of inability to attend for work or late arrival the employee must report the fact to his/her line manager at the earliest opportunity. The employee should notify us separately on each day they are unable to attend for work.

(a) Inability to Attend Work

If we are satisfied that an employee has genuinely been prevented from attending work because of a serious effect of bad weather, employees will be entitled to take one of the following options

- Take the day from their annual leave allowance
- Make up the time (see below for full details)
- Take the day as unpaid leave

The normal requirement for advance notification for leave will be suspended in these circumstances. Employees should notify in writing their line manager of which option they are choosing within seven days of their return to the office.

As an alternative to the granting of leave an employee may, if appropriate, be required to work from home where facilities are in place to achieve this.

(b) Arriving Late (on days of adverse weather)

Where we are satisfied that an employee has genuinely been prevented from attending work by his/her normal starting time, any lateness will not be penalised in terms of sanctions under any of the employer's policies. In all cases employees who *arrive* for work late will be credited with/ paid for their standard working day.

(c) Leaving Early (all days of adverse weather)

Management will be responsible for obtaining information and advice from the Met Office, Police, Motoring Organisations and Transport Authorities and disseminating it to line managers.

Your line manager will be responsible for deciding whether any request to leave early is warranted, bearing in mind the information provided by the above and the home address and mode of travel of the member of staff concerned.

In circumstances where the line manager is satisfied that early release is justified, the employee will be authorised to leave work early. In all cases employees will be credited with their standard working day.

(d) Working From Home

In certain circumstances we may agree that an employee can work from home. Home working must be the subject of prior agreement (either general or specific) with the employee's line manager. The work to be undertaken at home will be the subject of normal managerial procedures on return to work. Where home working is authorised, the employee will be credited with normal hours.

(e) Closure of Place of Work

If we decide to close a place of work due to adverse weather, employees will be entitled to paid leave for their normal hours of work for the duration of the closure.

(f) Childcare Provision When Schools are closed

It is the responsibility of employees to ensure that they have emergency care arrangements in place for their children in case of a school closure due to adverse weather. If this is not possible the employee should discuss the matter with their line manager and will be entitled to take any of the options at 3a above. The normal requirement for advance notice of the intention to take leave will be suspended in these circumstances.

(g) Management Responsibility

Whilst it is appreciated that there may be operational and client service considerations in working during periods of adverse weather, line managers are expected to ensure that employees are treated in an equitable and consistent manner and that the safety of employees is not compromised in any way.

(h) The Right of Appeal

Any appeal against a decision in relation to this section will be by way of the Grievance Procedure.

4. MAKING UP TIME

All time that the employee opts to make up must be completed within two months of the employees' return to the office. Any time made up should be logged with your line manager on the day it is done and a record kept.

This time limit may be extended in exceptional circumstances by prior written agreement with your line manager.