

Adverse Weather and Travel Disruption Policy

We recognise that adverse weather or travel disruption can require us to take a flexible approach to working arrangements in order to accommodate the difficulties employees face and to protect health and safety, while meeting business needs.

The purpose of this policy is to set out our approach to working arrangements where it becomes impossible or dangerous for employees to travel in to work because of:

- extreme adverse weather such as heavy snow;
- industrial action affecting transport networks; or
- major incidents affecting travel or public safety.

On these occasions we recognise that a flexible approach to working arrangements may be necessary to accommodate the difficulties employees face and to protect health and safety, while keeping the business running as effectively as possible.

This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

Travelling to work

You should make a genuine effort to report for work at your normal time. This may include leaving extra time for the journey and/or taking an alternative route. Travel on foot or by bicycle should be considered where appropriate and safe.

If you who are unable to attend work on time or at all, you should telephone your line manager before your normal start time on each affected day.

If you are unable to attend work, you should check the situation throughout the day in case it improves. Information may be available from local radio stations, the police, transport providers or the internet. If conditions improve sufficiently, you should report this to your line manager and attend work unless told otherwise.

If you do not make reasonable efforts to attend work or fail to contact your manager without good reason, you may be subject to disciplinary proceedings for misconduct. We will consider all the circumstances including the distance you have to travel, local conditions in your area, the status of roads and/or public transport, and the efforts made by other employees in similar circumstances.

Alternative working arrangements

You may be required to work from home, where possible, or from an alternative place of work, if available. Line managers will advise them of any such requirement. Such employees will receive their normal pay.

Employees who are able to work may sometimes be expected to carry out additional or varied duties during such periods. However, employees should not be required to do anything they cannot do competently or safely.

Late starts and early finishes

If you arrive at work late or ask to leave early, you will usually be expected to make up any lost time. Managers have the discretion to waive this requirement in minor cases, or (in the case of lateness) where they are satisfied you have made a genuine attempt to arrive on time.

Managers have the discretion to allow staff to leave early and should have regard to the needs of the business and the employee's personal circumstances.

Where half the normal working day or more is lost this will be treated as absence and dealt with as set out below.

Absence and pay

Employees who are absent from work due to extreme weather or other travel disruptions are not entitled to be paid for the time lost.

Absence can be treated in a variety of ways. You should discuss your preference with your line manager, who retains overall discretion in the matter. A number of options are set out below:

- Making up the lost hours within a reasonable time.
- Treating the absence as special unpaid leave.

If, in exceptional circumstances, we decide to close the workplace, you will be paid as if you had worked your normal hours.

School closures and other childcare issues

Adverse weather sometimes leads to school or nursery closures or the unavailability of a nanny or childminder. In cases such as these where childcare arrangements have been disrupted, you may have a statutory right to reasonable time off without pay. For further information, see our Time Off for Dependants Policy.