

## Adverse weather and travel disruption policy

### 1. About this policy

- 1.1 This policy applies where it becomes impossible or dangerous for employees to travel in to work because of:
- (a) extreme adverse weather such as heavy snow;
  - (b) industrial action affecting transport networks; or
  - (c) major incidents affecting travel or public safety.
- 1.2 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 still keeping the business running as effectively as possible.
- 1.3 This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.

### 2. Travelling to work

- 2.1 Employees should make a genuine effort to report for work at their 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.
- 2.2 Employees who are unable to attend work on time or at all should telephone their line manager before their normal start time on each affected day.
- 2.3 Employees who are unable to attend work 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, employees should report this to their line manager and attend work unless told otherwise.
- 2.4 Employees who do not make reasonable efforts to attend work or who fail to contact their manager without good reason may be subject to disciplinary proceedings for misconduct. We will consider all

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the circumstances including the distance they have to travel, local conditions in their area, the status of roads and/or public transport, and the efforts made by other employees in similar circumstances.

### 3. **Alternative working arrangements**

3.1 Employees 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.

3.2 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.

### 4. **Late starts and early finishes**

4.1 Employees who arrive at work late or who ask to leave early 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 the employee has made a genuine attempt to arrive on time.

4.2 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.

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

### 5. **Absence and pay**

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

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

- (a) Treating the absence as annual leave.
- (b) Making up the lost hours within a reasonable time.
- (c) Treating the absence as special unpaid leave.

5.3 If, in exceptional circumstances, we decide to close the workplace, employees will be paid as if they had worked their normal hours.

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**6. School closures and other childcare issues**

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

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