



## ADVERSE WEATHER CONDITIONS

### ATTENDANCE AT WORK GUIDELINES

#### DEVELOPMENT BASED STAFF

#### General

All employees will, in the circumstances of exceptional and severe adverse weather conditions, be expected to make every reasonable and safe effort to report for work including attempting to travel to work by means other than would be usual in normal weather circumstances.

There will, however, be occasions when weather conditions are so severe that some employees will be prevented from getting safely to work, will be late, and/or will need to leave early.

#### **1 Inability to attend work**

In the event of an employee being prevented from attending for work due to the following: -

- blocked roads
- no public transport
- police advice not to travel
- an attempt has been made to travel but abandoned due to unreasonableness of journey

1.1 The employee must telephone their line manager as early as practicably possible on the day in question, and contact must be maintained by the employee on a daily basis thereafter if the adverse weather conditions continue. If the line manager is not at work, the employee should inform a member of the staff at the Edinburgh or Glasgow office who will communicate the message by email to the appropriate line manager.

1.2 Provided the line manager is satisfied that an employee has genuinely been prevented from attending work because of the conditions described above, each day of absence due to severe weather will be regarded as paid special leave, subject to the approval of the Housing Operations Manager or Head of Housing and Support Services.

1.3 Where the journey is possible but the employee feels that they would prefer not to travel, or in their particular circumstances it would not be advisable to travel, they may request annual leave, which will be normally granted by the line manager provided operational needs can be accommodated. Where annual leave has been exhausted, unpaid leave should be taken. Such circumstances would include: -

- the employee considers the journey hazardous
- weather conditions are forecast to worsen, and the employee risks being cut off from their home.
- the employee has to make arrangements for household repair, childcare due to school closures, etc.

1.4 In the case of unpaid leave, it is the line manager's responsibility to notify payroll in writing of the number of hours to be deducted from the employee's next salary.

## **2. Lateness for work**

2.1 Where the line manager is satisfied that an employee has genuinely been prevented from attending work by their normal starting time, the employee will be credited with a full day's attendance regardless of how late they arrive.

## **3. The need to leave work early**

3.1 If the conditions set out in paragraph 1 develop or deteriorate during the working day, the employee should advise their line manager who will discuss the issue with their Service Manager/Housing Operations Manager with a view to deciding whether the employee should be sent home early. In coming to such a decision, the Manager will take into account the home address of employees, the mode of travel, service delivery needs and whether there is a clear likelihood that the individuals will encounter substantial difficulty in reaching their own home at a reasonable time.

3.2 In the above circumstances of early release from work, the employees concerned will be credited with a full day's attendance regardless of how early they leave.

3.3 Where travel is possible, but an individual prefers to leave work early and makes such a request, the line manager will be responsible for deciding if the request is warranted, bearing in mind the weather and road conditions, the service delivery needs, the home address of the individual and the mode of travel.

3.4 In this circumstance of early release from work due to an individual's request, the employee concerned will be expected to take these hours as part annual leave, or agree to make the hours up at a later date, or take unpaid leave. How the hours are to be taken will be the subject to individual discussion and agreement between the employee and the line manager.