



ADVERSE WEATHER CONDITIONS

ATTENDANCE AT WORK GUIDELINES

OFFICE 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 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 manager is not at work, the employee should inform a member of staff at the office, who will communicate the message by email to the appropriate manager.

1.2 Provided the Head of Service/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 and be reflected in flexitime by the credit of 7 hours 15 minutes (6 hours on a Friday).

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 should take annual leave or flexi leave. Where annual leave or flexi 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.

2. Lateness for work

2.1 Where the Head of Service/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 The Chief Executive will authorise a communication to be sent out which will provide advice on the issue of sending employees home early and/or the early closing of premises. This will include advice to managers to 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 an individual makes a request to leave work early, the Head of Service/ 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 individuals' request, the employee concerned will be expected to take this as flexi leave, or part annual leave.