

SEVERE WEATHER POLICY

1. Employees are expected to make every possible effort to attend their place of work, even when severe weather conditions prevail. They are expected to explore all means of transport before notifying their Reporting Manager that they are unable to get into work. This includes public transport and personal transport, such as walking, if possible. A maximum of three miles from home to the place of work is considered to be a walkable distance, unless a recognised health condition or disability prevents this.
2. In some cases, your Reporting Manager may consider whether you may take work home if bad weather is expected, and/or work from home if the nature of the work permits this. This must always be agreed in advance.
3. It may be possible that a variation to normal working hours arrangements can apply and these should be discussed and agreed with your Reporting Manager in the light of the needs of our customers
4. Any member of staff who is prevented by the weather from attending work must contact their Reporting Manager before their start time. If he/she is unavailable, then the next person in authority should be notified. Failure to notify as required above without good reason will normally result in the employee concerned being considered as absent without leave, and may result in loss of pay.
5. Employees may be permitted to finish work early. This will be at the discretion of their Reporting Manager and will only be implemented on an **exceptional basis** where;
 - a) Such action will not disrupt service provision.
 - b) Earlier finish times will **greatly** decrease the duration of journey home, e.g. the curtailment of public transport when darkness falls, or where worsening weather conditions are predicted leading to possible road closures. Employees with the furthest travelling distance will normally be given priority in these circumstances.
6. For employees who are not able to work at all, the initial acceptance of a reason for non-attendance lies with their Reporting Manager. They should make a decision based on the circumstances affecting that particular individual. The following options may be considered:-
 - a) Annual leave
 - b) Unpaid leave
 - c) Use of accrued time owing
 - d) Allowing the individual to make the time up at a later date
7. The Reporting Manager concerned will ensure that time cards/sheets carry the appropriate advice to Salaries & Wages.
8. In the unusual case that weather conditions are so extreme, then operation of this policy may be suspended. The decision that suspension of the policy is required

will be made by the Directors, who will discuss with the Managers the arrangements that should apply on a day-to-day basis.

9. This policy should also be used for other disruptions such as traffic disruption and fuel shortages although more specific guidance may be issued at the time.