

Introduction

We recognise during periods of adverse weather conditions, such as heavy snow falls and flooding, employees may face difficulties travelling to their place of work. Whilst ABCA have a commitment to health and safety of our employees, we must ensure service disruption to clients is minimal.

This Policy outlines responsibilities and considerations taken when adverse weather conditions affect work.

Scope

This Policy applies to all employees of ABCA.

Key Principles

It is expected that employees will make every reasonable effort to reach their place of work, without putting themselves at undue risk.

Employees who live in remote areas are aware of the potential difficulties they may face during periods of adverse weather and should be prepared to make appropriate arrangements in relation to attendance at work.

We recognise there will be occasions when weather conditions are so severe that some employees will either be prevented from getting to their normal place of work or may arrive late and/or need to leave early.

In instances where employees cannot attend work or may arrive late they must follow the normal reporting procedure.

Any alleged abuse of this policy will be subject to investigation and, if necessary, action, under the Disciplinary Policy.

Policy

In the event that an employee reports they cannot attend work, line managers and/or Directors are responsible for agreeing appropriate action. The following factors should be taken into consideration in the event of this situation:

- The employee's safety.
- Operational requirements.
- Distance travelled to work.
- Weather conditions and their expected duration.
- Information and guidance from the Met Office and/or other sources about safe travelling.
- Modes of transport available and the attempts to make alternative arrangements.
- Working from home capabilities. Any working from home arrangements should be closely monitored to ensure that it is productive.
- Any caring or childcare responsibilities.
- Other factors relevant at the time.

Where agreement, with the consideration of the factors above, is that an employee is unable to attend work, or attend at their normal starting time, one of the following options can be agreed as appropriate action:

- Working from home (if practicable).
- Making up the time/hours lost over an agreed period.
- Taking a day's/half day's annual leave.
- Taking unpaid leave.
- Or apply a combination of the above options.

Where agreement is that an employee has genuinely been prevented from attending work at their normal starting time, any lateness will not be penalised in terms of sanctions under the Disciplinary Policy.

In situations where schools/nurseries close without warning due to adverse weather and employees childcare arrangements are unexpectedly impacted, employees should follow the normal process in terms of Time off for Dependant.

Line managers and/or Directors will be responsible for obtaining information and advice from the Met Office and other sources in regards to adverse weather conditions and their expected duration, if necessary, during the working day. This information will be used to support any decisions made to close an office or for employees to leave early. In these circumstances employees will be authorised to leave work early and agreement of the actions above or paid leave, where appropriate, will be communicated.