



## Adverse Weather and Transport Disruption Guidelines

There may be times when it is difficult for employees to attend work due to sudden adverse weather conditions that cause disruption to their normal mode of transport or in the event of other transport disruptions, i.e. train strikes, etc.

These guidelines may be helpful to you in such circumstances.

Whilst you must accept that you would not want your employees to take unreasonable risks in attempting to get to work in such conditions, you would expect them to make reasonable and safe efforts to get into work.

Individual circumstances will vary and these guidelines may not cover all eventualities. However, where there are exceptional circumstances where they are unable to get into work due to bad weather or any transport disruption you must ensure that they contact you as soon as possible.

You should give consideration to each individual case based on the location and methods of transport available. This can be done in conjunction with weather warnings, road reports and school closure reports and accessibility to alternative methods of transport.

### Definitions of adverse weather

This can be defined as snow, ice, fog, floods that render extremely hazardous journeys by road and or public and private transport. Extremely hazardous can be defined in some cases by the Police or appropriate motoring organisations where they advise that people should not make unnecessary journeys or indeed not to travel at all.

### Guidelines for non-attendance

#### Company shut down

If you decide to close the Company and communicate this to all employees that they are not needed for work then you must pay them as normal if they were due to work on that day.

#### Company remains open

If the Company remains open and some employees come into work and some do not, then you should look at each situation on a case by case basis.

For example if the trains are not running then this is can be taken as unpaid leave or as an alternative you could offer employees the opportunity to take it as paid annual leave (if they have sufficient entitlement to take).

Where they have to remain at home due to the normal care arrangements for their dependents being interrupted, i.e. the school, childminder or nursery is closed, or any care for relatives was not operating, they have the right to unpaid time off for

dependents. Alternatively, you could offer you the opportunity to take it as paid annual leave (if there is sufficient entitlement to take).

If they arrive late because of the weather you should not normally deduct the time lost or expect them to make up the time lost.

If you decide to allow employee to leave work early where the weather is worsening, or particularly hazard conditions prevail they should not be expected to make up any lost time.

Should no notification be received the absence should be automatically treated as unauthorised unpaid leave.

Any failure to make an informed, reasonable attempt to attend their place of work may be classed as unauthorised absence and may result in disciplinary action.

#### Working from home

Each circumstance for an absence due to adverse weather conditions or transport disruption will be considered on an individual basis and it may be agreed that some employees can effectively work from home. However, employees must still contact you first to discuss and agree this option and how working from home can be managed.

#### Working Away

If they are away from home on Company business and are prevented from returning due to adverse weather conditions or transport disruption, this should be treated on an individual basis as an exception provided they keep in touch with you.

#### Continuation of Adverse Weather or Transport Disruption

They should contact you every day that they are unable to attend work should the weather not improve or the transport disruption continues.

It may be considered reasonable for them to walk to work if methods of transport are not possible or considered appropriate or available.

In such cases of continued absence and they cannot get to work under any circumstances, they should discuss this with you and inform you why they are delayed in returning to work and when their likely return will be. You can then agree for them to take further unpaid leave, unpaid dependency care leave or paid holiday if they have sufficient entitlement to take.

If you believe that their return to work has been delayed for unacceptable reasons and an agreement on whether the leave is paid or unpaid is not made, you can require them to make up any hours owed to the Company and they may be subject to disciplinary action.

**If you wish to formalise this into a policy please contact your HR Consultant.**