

<b>LORETTO ADVERSE WEATHER POLICY</b>		<b>No. 18</b>
<b>Date Reviewed:</b> October 2019	<b>Next Due:</b> October 2022	<b>Approved:</b> October 2008 by S. Carr

During the winter months, or periods of serious flooding, extreme weather or public transport disruption may seriously delay or prevent you from attending work. It is worthwhile considering alternative modes of transport and routes which are more suitable and safer during the winter periods. Whilst we expect you to make every reasonable effort to attend, there may be some occasions where this is not possible due to extreme weather conditions or public transport disruptions.

### **Responsibility of the Employee**

It is the responsibility of the employee to make every effort to attend work at their normal place of work and at their recognised start time.

In the event of you not being able to attend due to bad weather or transport disruption contact must be made in the first instance with your Line Manager to discuss the situation. If your Line Manager is unavailable, you must contact the next available Line Manager or the on-call Manager.

Existing timescales given in the sickness and absence reporting procedure should be adhered to.

Your Line Manager will discuss the following areas with you: -

- Your reason for non-attendance
- If the organisation can help facilitate you to attend work
- If it is possible for you to work from home, what precisely you will be working on
- If possible to work from home and the weather clears consideration will be taken into how long is left on your shift and whether you should then attend work
- Whether temporary redeployment to another Loretto site is possible and if so what your specific duties will be or undertaking other duties

If having explored the above it is clear that you cannot attend work, consideration will be given to treating any lost time as: -

- Time off in lieu of time already accrued
- Time to be paid back to the organisation at a future date
- Unpaid leave
- Annual leave

You will be expected to keep in touch with your Line Manager on a daily basis, if your attendance goes beyond one day's non-attendance.

If you have elected to have time off and to pay it back at a future date, your Line Manager will discuss the practicalities of this with you upon your return to work.

### **Responsibility of the Manager**

Managers may consider a range of factors impacting upon an employee's ability to attend work involving:

- Distance travelled to work
- Prevailing weather conditions and their estimated duration
- Employee's regular mode of transport
- Individual requests from people with a physical impairment that may present additional barriers to attendance at work in bad weather conditions
- The requirements of the service/section
- The capacity to redeploy employees to a more accessible site along with the provision of alternative duties
- The use of existing on call arrangements in order to establish contingency arrangements where adverse weather conditions are foreseeable
- Any other factors pertaining at the time

Where such circumstances arise and the employee is unable to attend a number of options may be considered and discussed with the employee:

- Time off in lieu of time already accrued
- Time is to be paid back to the organisation at a future date
- Unpaid leave
- Annual leave

As the Line Manager you are required to document which option is chosen and reflect this in the monthly employee timesheets forwarded to finance.

### **Lateness Due to Adverse Weather or Public Transport Disruption**

If employees are going to be late to work due to bad weather conditions or public transport disruption they must telephone their line manager as soon as possible to explain the situation and when they are likely to arrive at work. Options will be discussed with the employee to be considered when lateness occurs:

- Time off in lieu of time already accrued
- Time is to be paid back to the organisation at a future date

- Unpaid leave
- Annual leave
- Extending their shift on the day

### **Deterioration of Weather Whilst at Work**

Employees should contact their line manager if they wish to request to leave work early due to the weather becoming worse and concerns about safety when travelling home. If your Line Manager is unavailable, you must contact the next available Line Manager or the on-call Manager.

Your Line Manager will discuss the following areas with you: -

- Reason for requesting to leave early
- If your post requires to be covered by another employee
- In what form will you be repaying the time to the organisation and your options are: -
  - Time off in lieu of time already accrued
  - Time you will pay back to the organisation at a future date
  - Unpaid leave
  - Annual leave

If employees are unable to get home from work, they should contact their line manager or the on-call manager who will assist with alternative suggestions and arrangements where possible.

Employees who are unable to travel home and continue to work will be given adequate rest breaks.

### **Care of a Dependent**

Should, for example schools be closed due to bad weather and if no immediate alternative arrangements can be made for the care of a dependent, reference should be made to the organisation's Time Off Policy and a Special Leave Form completed and passed to your line manager.

If an employee is suspected of abusing the terms of this policy, it will be dealt with under the organisation's disciplinary procedure.