



Extreme Weather Policy

Reference: HS005

Extreme Weather – Arrangements for ensuring personal safety in extreme weather

Domestic Bursar – 5th July 2016 (Next Review September 2017)

1. Introduction

This policy aims to ensure that equal and fair treatment is applied as far as possible to staff who are unable to attend work, or who have to work a shorter day than normal, due to extreme weather conditions. While accepting that staff should not take unreasonable risks in attempting to get to work in difficult conditions, there should not be a disincentive to staff who do make a particular effort.

Individual circumstances will vary greatly and therefore it is unlikely that this policy will cover all eventualities. The appropriate Supervisor will exercise discretion where necessary if there are exceptional circumstances.

This policy covers 'extreme weather conditions' such as snow, ice, fog and floods which result in extremely hazardous journeys for staff by rail or road (either by public or private transport). The College considers the term 'extremely hazardous' as describing conditions in which the police and/or national motoring organisations advise people not to make unnecessary journeys or not to travel at all.

2. Policy

2.1. If there are extreme weather conditions staff are expected to make every reasonable effort to get to work, adapting their means of travel if necessary, even if this means they will arrive late. If an individual is unable to attend work because of the weather conditions, they must notify their Supervisor at the earliest opportunity and if possible within one hour of their usual start time. In this case the member of staff would normally be expected to take the time as either annual leave or, at their request, to make up the time lost. Any exceptions to this would be at the discretion of the Supervisor.

Please note that failure to notify an appropriate manager that an individual is unable to attend work would be considered as unauthorised absence and therefore would be unpaid. Where applicable, a member of staff may be required to work from an alternative base or it may be possible for them to work from home in cases of extreme weather. These options should be discussed and agreed with the person's Supervisor.

2.2. If a member of staff arrives late as a result of extreme weather they will not normally be expected to make up the time lost. Likewise, if they wish to leave work early because of the weather they should consult with their Supervisor. In the case of weather worsening or particularly hazardous conditions, they should be able to leave work earlier than usual without having to make up any time lost.

All staff who attend work during such hazardous conditions but work a shorter day than normal because of the weather will be paid as normal.

2.3. In exceptional circumstances, a decision may be made to close College buildings or various departments and staff will be sent home or told not to come to work. In this instance staff would not be required to make up lost hours.





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- 2.4. The nature of this policy is to cater for initial, emergency situations. However, in some instances bad weather may continue and other services may be affected. For example, if schools are closed and an individual needs to take time off to look after children, annual leave may be used. Employees should discuss their personal situations with their Supervisors.
- 2.5. If extreme weather prevents a member of staff from returning to work from a holiday destination, then they should make contact with their Supervisor at the earliest opportunity to let him/her know that their return to work is delayed due to extreme weather and confirm when their likely return date will be. On return to work, their Supervisor will discuss with the individual how this absence can be best managed with annual leave or time in lieu.
- 2.6. Timekeepers should record any absence due to 'extreme weather' on the monthly time sheet, and clearly indicate that the reason for the absence was extreme weather. This form must be approved by their Supervisor in the usual way.
- 2.7. Where it is known that a member of staff has mobility issues which may be exacerbated by adverse weather, special care will be taken in applying this policy.

Version Control:

Version	Date Created	Created By	Position	Authorised By	Position
1	05/07/16	J. Taylor	Domestic Bursar	S. Costa	Sr & Finance Bursar

