



## **Adverse Weather and Travel Disruption Policy**

Policy Code:	HR26
Policy Start Date:	March 2014
Policy Review Date:	March 2017

Please read this policy in conjunction with the policies listed below:

- HR8 Equal Opportunities and Diversity Policy
- HR12 Staff Disciplinary Policy
- HR13 Special Leave Policy
- HR15 Time Off for Dependants Policy



## **1 Policy Statement**

- 1.1 This policy applies where it becomes impossible or dangerous for employees to travel in to work because of:
- (a) extreme adverse weather such as heavy snow;
  - (b) industrial action affecting transport networks; or
  - (c) major incidents affecting travel or public safety.
- 1.2 On these occasions, the Trust recognises that a flexible approach to working arrangements may be necessary to accommodate the difficulties employees face and to protect health and safety, while still keeping the Trust's business running as effectively as possible.
- 1.3 This policy does not form part of any employee's contract of employment and the Trust may amend it or depart from it at any time.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Pay, Performance and HR committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head of Human Resources.
- 2.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

## **3 Travelling to Work**

- 3.1 Employees should make a genuine effort to report for work at their normal time. This may include leaving extra time for the journey and/or taking an alternative route. Travel on foot or by bicycle should be considered, where appropriate and safe.
- 3.2 Employees who are unable to attend work on time or at all should telephone their line manager/relevant manager before their normal start time on each affected day.
- 3.3 Employees who are unable to attend work should check the situation throughout the day in case it improves. Information may be available from local radio stations, the police, transport providers or the internet. If conditions



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improve sufficiently, employees should report this to their line manager/relevant manager and attend work unless told otherwise.

- 3.4 Employees who do not make reasonable efforts to attend work, or who fail to contact their line manager/relevant manager without good reason, may be subject to disciplinary proceedings for misconduct. The Trust will consider all the circumstances, including the distance they have to travel, local conditions in their area, the status of roads and/or public transport, and the efforts made by other employees in similar circumstances.

#### **4 Alternative Working Arrangements**

- 4.1 Employees may be required to work from home, where possible, or from an alternative place of work, if available. Line managers or Head of Human Resources will advise them of any such requirement. In these instances, employees will receive their normal pay.
- 4.2 Employees who are able to work may sometimes be expected to carry out additional or varied duties during such periods. However, employees should not be required to do anything they cannot do competently or safely.

#### **5 Late Starts and Early Finishes**

- 5.1 Employees who arrive at work late or who ask to leave early will usually be expected to make up any lost time. Managers have the discretion to waive this requirement in minor cases or, in the case of lateness, where they are satisfied the employee has made a genuine attempt to arrive on time.
- 5.2 Managers have the discretion to allow staff to leave early and should have regard to the needs of the business and the employee's personal circumstances.
- 5.3 Where half the normal working day or more is lost, this will be treated as absence and dealt with as set out below.

#### **6 Absence and Pay**

- 6.1 Employees who are absent from work due to extreme weather or other travel disruptions are not generally entitled to be paid for the time lost. However, as a gesture of goodwill, the Trust will treat up to three days of absence caused by disruption in any annual leave year as special paid leave. Employees will only be eligible where their line manager or the Head of Human Resources is satisfied that they have made a genuine effort and could not reasonably be expected to attend work or work at home.



6.2 Absence in all other cases can be treated in a variety of ways. Employees should discuss their preference with their line manager, who retains overall discretion in the matter. A number of options are set out below:

- (a) treating the absence as annual leave. If not enough annual leave entitlement remains, an employee may choose to borrow up to two days from the next leave year;
- (b) treating the absence as time off in lieu;
- (c) making up the lost hours within a reasonable time; or
- (d) treating the absence as special unpaid leave.

6.3 If, in exceptional circumstances, the Trust decides to close the workplace, employees will be paid as if they had worked their normal hours.

## **7 School Closures and Other Childcare Issues**

7.1 Adverse weather sometimes leads to school or nursery closures or the unavailability of a nanny or child-minder. In cases such as these where childcare arrangements have been disrupted, employees may have a statutory right to reasonable time off without pay. For further information, see our Time Off for Dependants Policy (HR15).

## **8 Procedures**

This procedure may only be amended or withdrawn by The Federation.



**Policy Document**  
Adverse Weather and  
Travel Disruption

**Policy Status:** Approved  
**Ref.** HR26

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## **The Priory Federation of Academies Adverse Weather and Travel Disruption Policy**

This Policy has been approved by the Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.