

Adverse Weather and Travel Disruption Policy

Policy Code:	HR26
Policy Start Date:	September 2020
Policy Review Date:	September 2023

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 members of staff 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 Priory Federation of Academies Trust (the Trust) recognises that a flexible approach to working arrangements may be necessary to accommodate the difficulties staff face and to protect health and safety, while still keeping the Trust's business running as effectively as possible.
- 1.3 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.
- 1.4 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.5 The Trust is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via FederationHR@prioryacademies.co.uk) for appropriate consideration at the next available point in the policy review cycle.

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 Aims

- 3.1 The policy aims to be applicable to a broad range of disruption, including severe weather such as heavy snow, disruption to public transport due to a variety of reasons, and disruption to air travel. However, it is recognised that the policy cannot anticipate or address every potential event that might have widespread impact on the ability of staff to attend or remain at work.
- 3.2 This policy is not intended to deal with sickness absence or unforeseen issue with childcare arrangements, which fall within the scope of the Trusts policies on Time off for Dependants, Special Leave Policy and Staff Sickness and Absence Policies

4 Travelling to Work

- 4.1 Staff 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.
- 4.1 Staff 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.
- 4.2 Staff 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 improve sufficiently, staff should report this to their Line Manager/relevant manager and attend work unless told otherwise.
- 4.3 Staff 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 staff in similar circumstances.

5 Alternative Working Arrangements

- 5.1 Staff may be required to work from home, where possible, or from an alternative place of work, if available. Line managers or Human Resources Director will advise them of any such requirement. In these instances, staff will receive their normal pay.
- 5.2 Staff who are able to work may sometimes be expected to carry out additional or varied duties during such periods. However, staff should not be required to

do anything they cannot do competently or safely.

6 Late Starts and Early Finishes

- 6.1 Staff 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 staff has made a genuine attempt to arrive on time.
- 6.2 Managers have the discretion to allow staff to leave early and should have regard to the needs of the business and the staff members personal circumstances.
- 6.3 Where half the normal working day or more is lost, this will be treated as absence and dealt with as set out below.

7 Absence and Pay

- 7.1 Staff 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. Staff will only be eligible where their line manager or the Human Resources Director is satisfied that they have made a genuine effort and could not reasonably be expected to attend work or work at home.
- 7.2 Absence in all other cases can be treated in a variety of ways. Staff 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 the member of staff has annual leave entitlement remaining for the current 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.
- 7.3 If, in exceptional circumstances, the Trust decides to close the workplace, staff will be paid as if they had worked their normal hours.

8 School Closures and Other Childcare Issues

- 8.1 Where adverse weather leads to a school or nursery closures or the unavailability of a nanny or child-minder resulting in childcare arrangements being disrupted, staff may have a statutory right to reasonable time off without pay. For further information, see our Time Off for Dependants Policy (HR15).

9 Trust Closure

- 9.1 The Trusts default position is that we will remain open, however if there is a decision to close this will be decided by the Academy Headteachers in consultation with the Chief Executive Office or Primary Executive.

10 Policy Change

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



The Priory Federation of Academies Trust Adverse Weather and Travel Disruption Policy

This Policy has been approved by the Priory Federation of Academies Trust's 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.