



Adverse Weather Conditions

Guidance Notes

Human Resources
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1. Introduction

- 1.1. The following procedures are intended to provide guidance to enable managers, where possible, to maintain services and allocate resources safely and effectively should transport links be disrupted as a result of adverse weather conditions.
- 1.2. In particular this guidance will cover the following circumstances, an employee either;
 - being prevented from attending work;
 - attending work later than the normal starting time;
 - requiring to leave early and/or
 - being required to shelter overnight at their work location,

The following guidelines should be applied.

2. General

- (a) Every effort should be made by employees to get to their normal place of work to ensure continuation of services to the public.
- (b) The terms of these guidelines will apply to all employees.
- (c) Employees must telephone their Line Manager as early as possible should adverse weather conditions either prevent or delay their attendance at work. Where such conditions continue beyond one day, similar arrangements will apply.
- (d) Line managers should be satisfied in relation to the individual circumstances and should have regard to the following, as far as practicable:-
 - home location of the employee and distance from their work location
 - weather conditions in that particular area
 - normal mode of travel and normal route to their work location
 - availability of alternative travel options
 - alternative work locations
 - whether it would be feasible for the employee to attend later in the day

Special consideration should be given to the position of disabled employees for whom undertaking journeys to and from work in adverse weather may present particular risks. Examples of such risks are; Those with mobility problems who may have particular difficulties travelling; disabled employees who may not have access to medication or the means of managing their condition; disabled employees who may have difficulty attending an alternative workplace as they may be unable to access it and function within it.

Consideration should also be given to pregnant employees who may have difficulty walking excessive distances in adverse weather.

In the case of disabled and pregnant employees, their particular circumstances and potential mobility problems should be factored in when applying this guidance.

3. Conditions

3.1. Where it is agreed that an employee has been prevented from attending work, the following will apply:-

(a) (i) the day may be designated as annual leave.

or

(ii) the employee may be able to undertake work at home under the direction of the Line Manager. Where it is agreed this can be achieved, the employee should be credited with the hours he/she worked at home. If participating in the Flexible Working Hours Scheme, the employee will be credited with the appropriate time. If the time worked falls short of the normal daily hours, the balance should be dealt with in terms of (b) or (c) below, as appropriate.

(b) (iii) Where (i) or (ii) cannot be applied, the day may be designated as Flexi-leave where the post is part of the Trust's Flexible Working Hours Scheme.

or

(iv) Where (iii) is not applicable, the employee can agree with his/her line manager to work additional hours to make up the time lost within a reasonable time period.

(c) Exceptionally, where none of the above arrangements are appropriate, the time lost may be granted as paid leave.

(d) If an employee is on holiday and unable to return home due to travel disruption the employee would normally be expected to take annual or flexi leave or to agree alternative arrangements with their line manager to make up the time lost.

4. Employees Attending Late or Leaving Early

(i) Employees who attend work, albeit later in the day, will receive their normal pay for the day and should be credited with their standard daily hours.

(ii) Employees whom it is agreed may leave early as a consequence of adverse weather will also receive their normal pay for the day and should be credited with their standard daily hours.

(iii) Employees who attend work and are prevented from going home due to adverse weather will be credited with their standard daily hours. If employees are required to spend the night sheltering at their work location this will not normally be counted as part of the working day.

- (iv) Employees who require to remain at a site overnight and are required to care for stranded members of the public may in certain circumstances be paid for any additional hours worked (this will be subject to approval by the Managing Director or member of the CMT)
- (v) For employees stranded overnight at a site, consideration will be given to adjustment of staff rotas to avoid, where possible, an employee going straight on to an extended working shift.

5. Headquarters Based Staff

The following sites will be used to relocate HQ based staff in the event of adverse weather; Staff unable to attend HQ should contact their manager and seek approval to attend the nearest site to their home.

Ravenscraig
Wishaw
Aquatec
Sir Matt Busby
Broadwood
Tryst
Airdrie Leisure Centre (this site will be held for emergency use)

6. Facility Based Staff

Facility based staff, unable to attend their normal place of work, should contact their line manager and seek approval to report to the nearest operational site.

All staff members must advise their line manager as soon as possible if they are unable to report to their normal place of work (this is particularly important in relation to Facility based staff to ensure operational requirements are maintained).

7. Administrative Note

In the event that an employee is unable to report to an alternative work site the absence will be administered in accordance with this guidance.

In the event that staff may require to leave early or Facilities close early as a result of adverse weather this must be discussed/authorised by the Managing Director or CMT member, prior to any decision being reached.

These guidelines are intended to take account of the health and safety of employees by minimising travelling time.

Further advice and guidance regarding this matter is available from the Head of HR & Payroll.