**Severe Weather and Disruption to Travel Policy**

**Introduction**

This policy sets out the arrangements that we have in place if you are going to be late for work or unable to attend the workplace because of severe weather conditions or disruptions to public transport.

We recognise that you may, from time-to-time face difficulties attending your place of work and returning home during periods of severe weather or when there are disruptions to public transport. It would be best if you explored alternative means of safe transportation. While we are committed to protecting the health and safety of all our employees, we must ensure that disruption caused to its services remains minimal.

When severe weather conditions occur or disruptions to public transport, either at the start of or during a working day, a Director will make the necessary enquiries to obtain advice on the prevailing weather conditions and the advisability of travel. The Director will decide whether the present policy applies and inform you based on the advice received.

If the policy does not apply, you will be expected to attend work on time, and lateness or absence may give rise to resolution action under the resolution procedure. If the policy applies, you should follow the procedure below.

If you are unable to attend work or you are delayed by the weather conditions or disruptions to public transport, you should contact your line manager or, if they are not available, the following most senior individual of your Employer as soon as possible.

**Lateness**

If you realise that, due to severe weather conditions or disruptions to public transport, you are likely to be late for work, you must telephone your line manager as soon as possible to explain the situation and estimate when you expect to arrive.

You will have the opportunity to make up for any lost time later. However, it is open to [your line manager/name of individual] to waive the requirement for you to make up lost time where the lateness is negligible.

If the lateness amounts to half your normal working day or more, the arrangements set out below in relation to absence will apply.

**Absence**

Where your line manager is satisfied that you have made every reasonable effort to attend work but have been unable to do so due to severe weather conditions or public transport disruptions, you will be paid your normal wages for the day.

OR

Where your line manager is satisfied that you have made every reasonable effort to attend work but have been unable to do so due to severe weather conditions or public transport disruptions, you will be required to work remotely until the situation has improved.

Where it is not possible to accommodate a remote working arrangement, you will be entitled, in consultation with your line manager, to one of the following options:

* take the time as annual leave;
* make up any lost time at a later date; or
* take the day as unpaid leave.

**School or nursery closures**

Where schools or nurseries close due to bad weather and you are unexpectedly required to provide or arrange care for a dependant, the time off for dependants policy will apply.

**Workplace closure**

We may temporarily close the workplace in extreme cases of bad weather or disruptions to public transport. If this is necessary, we will inform you as soon as possible. You will be required to work remotely where it is possible to accommodate a remote working arrangement. You will be paid your normal salary during the period of closure.

**Leaving work early**

Your line manager will decide on a case-by-case basis if, due to severe weather conditions or disruptions to public transport, it is appropriate for you to leave work early, taking into account your circumstances (for example, where you live and your mode of transportation) and the needs of the organisation. In such cases, you will be paid your normal salary.

If you leave work early, you may be required to work remotely where this is possible.

**Health and Safety**

We recognise that severe weather mainly affects those employees who drive or work outdoors as part of their job role. We will undertake regular risk assessments to ensure employees working in these conditions are appropriately instructed, provided with the appropriate clothing and equipment, and given adequate rest breaks.

We have a duty to ensure all our employees' health, safety and welfare at work. You are also responsible for taking reasonable care of your health, and safety and any other person affected by your acts or omissions. This includes taking extra care when travelling to and from work in severe weather conditions.