



**Name of Policy**

**ADVERSE WEATHER POLICY**

**Purposes**

The purpose of this policy is to outline the responsibilities of all members of staff, and line managers when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures

**Author / Job Title**

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**Equality Assessment  
By Whom**

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**Date**

**Version**

1

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(month & year)**

9/2018

**Approved by**

	<b>Date</b>
Senior Manager	
SMT	11 February 2014
Corporation	

**Related policies or  
procedures or parent  
policy if applicable**

Annual Leave policy

**Groups/bodies consulted  
in the development of the  
policy**

**To be published on  
College website**

Yes

## **ADVERSE WEATHER POLICY**

### **1 Policy Statement**

- 1.1 Macclesfield College recognises that staff may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as heavy snow falls, flooding or other adverse weather conditions which may result in journeys to work being extremely hazardous. However, while the College is committed to protecting the health and safety of all of its staff, it must ensure that the disruption caused is minimal.
- 1.2 If a decision is taken to close College as a result of bad weather, this will be deemed a closure day and employees who should have attended on that day will receive their normal pay. Members of staff who are already on leave (annual, maternity, sickness etc) will not be entitled to a day off in lieu if their section is closed.
- 1.3 The purpose of this policy is to outline the responsibilities of all members of staff, and line managers when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures.

### **2 Scope of policy**

This policy applies to all staff and is designed to promote fairness and consistency in the treatment of staff throughout the College when considering attendance at work during adverse weather conditions.

### **3 Policy Options**

Staff should make every effort to attend work during adverse weather conditions without putting their personal safety at risk. However if it is unavoidable for staff to be absent from the workplace, with the agreement of their line manager and subject to operational needs and other relevant factors outlined in section 5.4, the line manager in discussion with the member of staff may agree one of the following options on each occasion:

- take annual leave
- make the lost time up (usually within one month)
- take unpaid leave
- work from home (if feasible and practicable)
- if adverse weather prevents attendance for more than one day then it is expected that annual leave will be taken
- flexible time (see Annual Leave Policy, point 13).

### **4 Responsibilities of Staff**

- 4.1 Staff should not put themselves at unnecessary or inordinate risk when attempting to attend work.
- 4.2 It is the responsibility of the member of staff to make every effort to attend their normal place of work, in accordance with their contract of employment. This includes adapting their means of travel if necessary, or using a combination of travel options, even if this results in arriving late for work. It should be noted that where additional expense is incurred as a result of using different travel methods these expenses cannot be reimbursed by the College.

4.3 In the event of adverse weather conditions staff should take all reasonable steps to report his or her inability to attend work to their manager as soon as is practicably possible. This should be in line with the section's normal arrangements for reporting sickness absence or other unanticipated absence and this will apply for each day that the member of staff is unable to attend work. Please note that failure to comply with reporting arrangements may amount to unauthorised absence and could therefore be unpaid.

4.4 In the event that a member of staff cannot attend work due to adverse weather, by agreement with their manager, any lost time will be treated in accordance with the options laid out in section 3 above. One or a combination of these options may be applied on each day of adverse weather conditions.

## **5 Responsibilities of Managers**

5.1 Line managers together with HR should ensure that all staff are made aware of the College's Adverse Weather Policy and that all staff are treated fairly and proportionate taking into account individual circumstances.

5.2 All line managers should ensure that reporting arrangements are clearly communicated to their staff. This should be consistent with information already provided to staff for reporting sickness absence or other unanticipated absences in their areas.

5.3 There are a range of factors which should be considered (see section 5.4 below) when deciding how time away from the workplace should be categorised and it is the responsibility of each line manager to use a consistent and fair approach. While accepting that staff should not take unreasonable risks in attempting to get to work in difficult or hazardous conditions, there should not be a disincentive to staff who do make a particular effort.

5.4 The following factors should be taken into consideration by the line managers when agreeing the appropriate action to take:

- the member of staff's safety
- the operational requirements of the College
- distance the member of staff has to travel to College
- weather conditions and their expected duration
- information and guidance about the sensibility of travelling from the area where the member of staff lives
- whether members of staff have made attempts to make alternative travel arrangements eg train, bus, walking
- working from home will be dependent upon the role of the member of staff and any arrangements should be monitored to ensure that it is productive
- the caring or childcare responsibilities of the member of staff. Schools/nurseries may be closed or close without warning during the day owing to adverse weather or carers may not be available and staff may unexpectedly be required to provide/arrange care for their dependents.
- the health of the member of staff eg if they have a mobility or health/medical condition, special care should be taken in reaching a decision relating to attendance and pay.

5.5 Line managers should decide on a case by case basis whether it is appropriate for staff to leave work early. In taking the decision, they should consider the factors outlined in section 5.4 above. If the total time lost is no more than half the staff member's normal working day then there will not be a deduction in pay. If the total time lost amounts to

more than half of the staff member's normal working day the provisions outlined in section 3 above should apply. If a decision is taken by SMT to close the College early, there will be no loss of pay.

## **6 Recording of absence**

If a Member of staff elects to take annual leave to cover their absence due to bad weather, this should be recorded on CIPHR and verified by the line manager as normal.