

PO3 ADVERSE WEATHER POLICY AND PROCEDURE

Policy

Introduction

CVS Falkirk recognises that from time to time employees may be faced with difficulty in attending work due to extreme weather conditions. This policy clarifies the time off provisions for employees unable to attend work in these circumstances.

Employees will experience different degrees of difficulty, dependent on the location of their home in relation to the workplace. Employees should use their own reasonable judgement, based on actual road conditions, prior to undertaking their journey. However, the organisation must simultaneously consider the necessity to provide continuity in service to our clients.

Travelling difficulties caused by the location of an employee's home in relation to the workplace are primarily the responsibility of the employee, and it is the duty of every employee, where possible, to report to their place of work on time.

Consideration will be given to each individual based on their location and methods of transport available. This will be done in conjunction with weather warnings, road reports and school closure reports and accessibility to alternative methods of transport. While you normally use one method of transport, you should consider other methods, if that option is unavailable. You may also need to allow extra travelling time to undertake your journey.

Guidance

Employees who experience difficulty in reaching work on time due to extreme weather conditions must contact their Line Manager as early as possible and in any case, prior to their start time, to explain the situation.

If the Line Manager agrees that the employee has genuine travel difficulties, or is required to make alternative care arrangements for dependents e.g. because of school closures (refer to PO31 Compassionate & Special Leave), and that reasonable efforts have been made to report for duty on time, they may grant the employee either:

- Unpaid time off work
- Paid time taken from the employee's annual leave entitlement
- Paid time taken from the employee's FLEXI accrued

If the Line Manager does not consider that an employee has made a reasonable attempt to arrive on time, this will be explained to the employee and investigated. Where time off has been paid, the organisation may request the employee undertakes additional hours to make up the lost time (where appropriate) or deducts the time lost from their holiday entitlement.

Failure to make an informed, reasonable attempt to attend the workplace, or to communicate in a timely manner with your Line Manager, may be deemed unauthorised absence and result in disciplinary action, up to and including summary dismissal.

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Office Closure

Where, for operational or health and safety reasons, the CEO decides to close the office, you will be advised as early as possible, and will be paid your normal salary for the day(s) concerned, with no loss of annual leave or FLEXI entitlement.

Responsibility

Overall responsibility for the implementation of this policy rests with the Line Manager, and ultimately with the CEO. All staff is required to adhere to the policy and co-operate with its implementation and enforcement.

Related Policies:	PO31 Compassionate & Special Leave	
	PO51 Disciplinary	
Related Documents:	none	
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