



Dealing with Severe Weather and Public Transport Disruption Policy

Policy Statement

The organisation recognises that there are occasions when employees may have difficulty in travelling to work due to severe weather conditions and disruptions to public transport.

While the organisation expects employees to make every effort to come to work, employees should under no circumstances travel if it is dangerous to do so and should have due regard for their health and safety.

Procedure

1. Severe weather or disruptions to public transport may make travelling to work slower or more difficult. Where employees find that their journey to work is delayed they should, where possible, contact their line manager at the earliest opportunity.
2. Employees are expected to make every effort to arrive to work on time. Where poor weather conditions or disruptions to public transport result in employees arriving to work late, they are expected to make up the time lost within one month.
3. On occasions, for example in the event of road closures due to severe weather or the total shut down of public transport, it may be impossible for employees to attend work. On such occasions employees may wish to take annual leave in respect of that day. Where employees have exhausted their annual leave entitlement, the time away from work will be unpaid.
4. If unexpected weather conditions which will make travel difficult occur during the working day, employees will, at management discretion, be allowed to leave work early in order to travel home.
5. Certain employees may be able to work from home in circumstances where travel to work is impossible or impractical due to severe weather or disruption to public transport. Employees may only work from home if authorised to do so by their line manager.
6. Employees who abuse the above procedure will be subject to disciplinary action.

7. The above policy is non-contractual and the organisation reserves the right to amend or withdraw it at any time.

