

**Guidance on Employee Absence due to Extreme
Weather Conditions and Public Transport Breakdowns**

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Absence due to Extreme Weather Conditions and Public Transport Breakdown

These guidelines only apply where employees experience severe difficulty in attending the workplace due to exceptional weather conditions or industrial action, such as Train Strikes causing major disruption to public transport services. In such circumstances every reasonable effort should be made to obtain alternative transport to work.

Managers are advised to remind staff that it is their duty to notify their employer as soon as possible that they are unable to attend for work.

If it is not possible to use road transport (car or public transport) staff will be expected to walk/cycle to their place of work. If however, the member of staff considers this to be difficult they should telephone their line manager as early as possible prior to the commencement of their normal start time to discuss the circumstances.

Whether or not it is possible for them to attend will be a matter of local judgement by the line manager and their Directorate Manager/Director in consultation with Human Resources to ensure consistency across the Trust.

The following considerations will apply:

- a) The reason for the disruption
- b) The prevailing weather conditions
- c) The distance involved
- d) The time of day
- e) The degree of effort which the employee exercised
- f) The member of staff's individual circumstances.

Employees are responsible for explaining to their manager why they are unable to attend work. Daily phone calls will be required where travel problems persist over a number of days.

Where the line manager accepts the difficulty as justifiable, one of the following arrangements should apply:

- a) Employees who can work from home should do so, if they choose not to then they should take annual leave, time off in lieu or unpaid leave.
- b) If an employee is unable to attend their normal place of work they may, with permission from their line manager, report to an alternative trust base/service and will be paid for their normal contracted hours. The local manager must inform the employees line manager of their attendance.
- c) Those who normally travel to work by road (car or public transport) and are unable to do so because of the weather or other transport disruptions outside

of their control and who are unable to work from home or walk/cycle to work may be given paid leave for their shift at the discretion of senior management.

If an employee fails to attend for duty in circumstances where the line manager deems that they should, and who cannot work from home, they should take annual leave, time off in lieu or unpaid leave.

As an alternative to employees taking annual leave, time off in lieu or unpaid leave where they could get to work but choose not to, if practicable, employees will be allowed to make up time lost by either working an alternative day/shift or agree extended hours over a short period.

If staff are caught at work and cannot return home at their normal finishing time due to bad weather, where practicable overnight accommodation should be arranged.

If a member of staff has made every reasonable attempt to attend work at their normal starting time and arrives late, they will be paid their full contractual hours provided they arrived within their normal working hours.

Carers leave should be considered if non-attendance is due to closure of schools, childcare or other care provision. For specific details please refer to the Carer and Special Leave Policy.