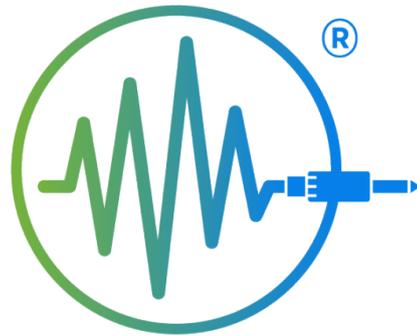


LISA LASHES
SCHOOL *of*
MUSIC



IN ASSOCIATION WITH PTS TRAINING ACADEMY

Adverse Weather Policy

1. INTRODUCTION

We recognise that adverse weather conditions can prevent employees from reaching their place of employment.

We will ensure that the health and safety of our employees is not compromised, by allowing affected employees immediate access to leave entitlement depending on the circumstances. No employee will be required to attend for work if it is unsafe to do so.

These arrangements will apply to all employees.

2. GENERAL

It is expected that employees will make every reasonable effort to reach their place of employment. However, employees are not expected to, and should not, put themselves at risk.

Employees who live in remote areas are aware of the potential difficulties they may face during periods of adverse weather and should be prepared to make appropriate arrangements in relation to attendance at work.

It is recognised that there will inevitably be occasions when weather conditions are so severe that some employees in outlying areas will either be prevented from getting to their normal place of work or will be late and/or need to leave early.

Any alleged abuse of this policy will be subject to investigation and, if necessary, action, under the Disciplinary Policy.

3. APPLICATION

In all circumstances of inability to attend for work or late arrival the employee must report the fact to his/her line manager at the earliest opportunity. The employee should notify us separately on each day they are unable to attend for work.

a. Inability to Attend Work

If we are satisfied that an employee has genuinely been prevented from attending work because of a serious effect of bad weather, employees will be entitled to take one of the following options

- Take the day from their annual leave allowance
- Make up the time (see below for full details)
- Take the day as unpaid leave

The normal requirement for advance notification for leave will be suspended in these circumstances. Employees should notify in writing their line manager of which option they are choosing within seven days of their return to the office.

As an alternative to the granting of leave an employee may, if appropriate, be required to work from home where facilities are in place to achieve this.

b. Arriving Late (on days of adverse weather)

Where we are satisfied that an employee has genuinely been prevented from attending work by his/her normal starting time, any lateness will not be penalised in terms of sanctions under any of the employer's policies. In all cases employees who arrive for work late will be credited with/ paid for their standard working day.

c. Leaving Early (all days of adverse weather)

Management will be responsible for obtaining information and advice from the Met Office, Police, Motoring Organisations and Transport Authorities and disseminating it to line managers.

Your line manager will be responsible for deciding whether any request to leave early is warranted, bearing in mind the information provided by the above and the home address and mode of travel of the member of staff concerned.

In circumstances where the line manager is satisfied that early release is justified, the employee will be authorised to leave work early. In all cases employees will be credited with their standard working day.

d. Working From Home

In certain circumstances we may agree that an employee can work from home. Home working must be the subject of prior agreement (either general or specific) with the employee's line manager. The work to be undertaken at home will be the subject of normal managerial procedures on return to work. Where home working is authorised, the employee will be credited with normal hours.

e. Closure of Place of Work

If we decide to close a place of work due to adverse weather, employees will be entitled to paid leave for their normal hours of work for the duration of the closure.

f. Childcare Provision When Schools are closed

It is the responsibility of employees to ensure that they have emergency care arrangements in place for their children in case of a school closure due to adverse weather. If this is not possible the employee should discuss the matter with their line manager and will be entitled to take any of the options at 3a above. The normal requirement for advance notice of the intention to take leave will be suspended in these circumstances.

g. Management Responsibility

Whilst it is appreciated that there may be operational and client service considerations in working during periods of adverse weather, line managers are expected to ensure that employees are treated in an equitable and consistent manner and that the safety of employees is not compromised in any way.

h. The Right of Appeal

Any appeal against a decision in relation to this section will be by way of the Grievance Procedure.

4. MAKING UP TIME

All time that the employee opts to make up must be completed within two months of the employees' return to the office. Any time made up should be logged with your line manager on the day it is done and a record kept.

This time limit may be extended in exceptional circumstances by prior written agreement with your line manager.



ACAS Guidelines regarding travel disruption and weather

Travel disruption and bad weather can delay or prevent workers getting to work. It can also mean employers need to adapt working arrangements or close workplaces.

- **Paying delayed or absent workers.**
- **Paying workers when an employer decides to close.**
- **Alternative arrangements for disrupted work.**
- **School closures and other unexpected issues.**
- **Working temperatures during bad weather.**
- **Planning ahead to minimise difficulties.**

Paying delayed or absent employees

If a worker cannot get to work because of bad weather or travel disruption they must inform their employer of this as soon as possible.

There is no automatic legal right for a worker to be paid for working time they have missed because of travel disruption or bad weather.

If employer-provided transport is cancelled because of bad weather or travel disruption, and a worker was otherwise ready, willing and available to work, the worker should be paid for any working time they have missed.

Some contracts and workplace policies may have special arrangements covering this kind of situation. This might include pay arrangements. Some employers might also make discretionary, informal arrangements.

Paying workers when an employer decides to close

Workers who were ready, available and willing to work will usually be entitled to their normal pay:

- **if their employer fully or partly closes their business**
- **if their employer reduces their hours**
- **if other essential staff such as line managers are unable to get into work**
- **if staff who provide access to the building are unable to get into work.**

Some contracts and workplace policies will say what workers need to do in special circumstances like these. This might include things like working at the nearest accessible workplace, doing other duties or working from home.

Some contracts may allow employers to 'lay off' some staff without pay. However, it must be completely clear how the circumstances apply and anyone with employee status will usually have a right to a statutory guarantee payment. For more information see Layoffs.

Alternative arrangements for disrupted work

Different employers will have different business needs during travel disruption and bad weather.

Whatever options are decided on, an employer should keep in communication with their workers and be flexible, fair and consistent.

Alternative options include.

- **Allow workers to come in a little later than usual if the travel disruption or weather is expected to improve.**
- **Use flexible working to let workers make up any lost working time.**
- **Offer workers who can get in to work the chance to swap shifts or work overtime.**
- **Use homeworking for a temporary period.**
- **Switch to duties that can still be carried out.**
- **Agree for workers to take time off as paid annual leave.**

School closures and other unexpected issues

In an emergency situation involving a dependent, anyone with employee status has the right to take unpaid time off. Situations could include:

- **school is closed and a worker cannot leave their child**
- **caring arrangements for a disabled relative are cancelled**
- **a partner is seriously injured as a result of bad weather.**

This time is unpaid unless a contract or policy says otherwise.

An employee should talk to their employer as soon as they know that they may need to take time off, explaining:

- **exactly what the issue is**
- **the likely length of the absence**
- **that they are taking the time off to look after dependants.**

An employer and employee could agree that this time off be taken as annual leave so the employee does not miss out on pay.

Anyone with worker status will need to come to an arrangement with their employer.

Working temperatures during bad weather

If low temperatures make it unsafe for workers to carry out their roles then the employer should address this.

An employer should consider whether they can:

- **relax their dress code to enable staff to wear warmer clothing**
- **allow extra breaks to make hot drinks**
- **bring in extra heating options such as portable heaters.**

An employer should take extra care for vulnerable workers, such as pregnant workers. If a risk cannot be avoided or removed some workers may have to be sent home to protect their health, usually on full pay.

For more information, go to our page on **Working temperature**.

Planning ahead to minimise difficulties

An employer can provide clarity to employees and help prevent confusion by planning ahead with a bad weather or travel disruption policy. It should include:

- **contact arrangements**
- **alternative arrangements**
- **what will happen with pay if the employee is unable to work.**

A worker can also take steps to plan ahead. They should consider:

- **how they can contact their employer if they are unable to get to work**
- **alternative travel options that could get them into the workplace**
- **if they can work flexible hours for a period of time**
- **what tasks they may still be able to do from home**
- **what urgent work needs covering if they are unable to work**
- **what arrangements could be put in place for child care if schools close**