



ADVERSE WEATHER POLICY

Version 1.1	
Last reviewed	29/06/2020
To be reviewed by	29/06/2022
Specific changes	Changes to wording, removal of core times



ADVERSE WEATHER

1.0 INTRODUCTION

Recent years have seen some severe weather conditions, which have adversely affected some of our employees' ability to get into work by whatever transport route they use given the large and extended area from where employees have to travel. This Policy has therefore been developed to cover those kinds of situations other than the norm, such as heavy snowfall, flooding, or severe weather warnings, etc. and to ensure so far as possible our employees' are treated fairly and consistently.

2.0 SCOPE OF THE POLICY

This Policy applies to all employees of South Lakeland District Council.

3.0 PRINCIPLES

3.1 Employees responsibilities: - ~~—~~ All employees are expected to make a genuine effort to report for work at the recognised start time, which could entail having to make special arrangements to ensure that they can carry out their normal duties ~~attend~~ each day. If an employee is late or cannot reach work they must telephone their line manager as soon as possible to explain the situation. In such circumstances and where the staff member is unable to undertake their normal duties it will be expected that they will assist in any other service/post that requires support as directed and as is deemed reasonable by their line manager.

3.2 Employers responsibilities: - ~~—~~ The Line Manager will have a discussion with the employee and give consideration to their request to access/take advantage of one of the options that the Council offers under the Adverse Weather Policy. This may be that the Manager agrees to give the employee ~~remote access to work from home on a temporary basis or~~ working from another site that they are able to get to.

4.0 APPLICATION

4.1. *Bad Weather days*

Where an employee arrives late, ~~or~~ is unable to attend work, or is unable to carry out their duties from home or another location for their contracted hours due to the disruption to travel, which may be different for different employees depending on home location and the line manager is satisfied with the employee's explanation, the employer will agree one of the following options: -

1. Take an annual leave day.
2. Take a flexi day-time.
3. Should an employee have exhausted their flexi day entitlement for the current 4 week period, but wishes to utilise flexi time, they may use the next 4 weekly entitlement but they **must** be in credit to access this entitlement.
4. Take ~~a~~ banked flexi.
5. Work from another site.

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6. Home working ~~(where an employee expects to work from home there will be a temporary Home Working Agreement).~~
7. Change the working day (this will only be suitable for part time employees).
8. Take unpaid leave

4.2 Subsequent days of bad weather

If the employee is still unable to report for work on subsequent days the line manager will continue to grant one of the above options.

4.3 Debit Annual Leave

Should an employee member have exhausted their annual leave, but wishes to utilise such an entitlement due to adverse weather, they may access next year's entitlement but need to discuss this with their line manager.

4.4 Debit Flexi Leave

Should an employee have exhausted their 4 weekly flexi day entitlement, but wishes to utilise flexi time, they may use the next 4 weekly entitlement but they **must** be in credit to access this entitlement.

5.0 DETERIORATION OF WEATHER WHILST AT WORK

Should a staff member request to leave early due to deteriorating weather conditions and they wish to depart, before it becomes too bad to travel, ~~(if on Flexi before the end of flexi core time currently 15.00)~~ a line manager would be expected to give this favourable consideration and utilise the Smartworking policy. The employee must clock out at the time they leave if they have requested to leave early and the manager has agreed.

6.0 CLOSURE OF OFFICES/ DEPOTS

Should the Chief Executive or Leadership Team decide to close any/all Council facilities, employees will be paid for their normal contracted hours from when they have been 'sent home'. Those staff on flexi_time will have their contracted hours credited in the normal way.

7.0 CARE OF A DEPENDANT

Should, for example Schools be closed and if no immediate alternative arrangements can be made for the care of a dependant reference should be made to our Special Leave Policy.

8.0 REVIEW

These guidelines will be reviewed ~~by March 2014 or earlier~~ in the light of operating experience and/or changes in legislation