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## **Introduction**

The Care Group recognises that there will occasionally be severe weather disruption that delays or prevents staff attending work. Whilst staff are expected to make every effort to attend work it is important that due care and attention is taken and that individuals do not put themselves at unnecessary risk.

The Care Group has a range of policies and procedures related to attendance at work and in general these should be followed in relation to the impact of adverse weather. In addition this guidance should be considered when addressing late attendance or non-attendance at work due to poor weather.

## **Preparing when there is advance notice of potentially bad weather**

Where poor weather is forecast, consideration should be given to planning for non-attendance at work.

This may include:

- Ensuring contact arrangements and expectations are clear
- Exploring alternative travel to work options/routes
- Making arrangements for home working where this is possible
- Reallocating work to minimize potential disruption
- Rearranging appointments and clinics
- Agreeing alternative workbase options
- Discussing whether flexible hours could be worked for a period of time
- Staff considering alternative arrangements if a child's school is closed

Short notice annual leave or unpaid leave may also be considered.

## **Reporting for work**

Any member of staff not able to attend their usual workplace because of bad weather or travel disruption must inform their manager as soon as possible. Consideration should be given to whether attendance at another site would be appropriate.

## **Adjustments on the day**

The focus will be on keeping staff safe and on doing what we can to ensure service delivery is maintained.

Options can include:

- Flexibility about start times at work as these may be later than usual
- When weather has improved during the day allowing staff to work a little later to make up time
- Working flexibly to enable staff to make up any lost working time
- Allowing staff that can get into work the option to swap shifts or work overtime
- Use homeworking for a temporary period.
- Considering reallocating duties to minimize the impact of staff absences
- Allowing time to be taken as paid annual leave or unpaid leave
- Time off in lieu

### **School closures and other unexpected issues**

Poor weather can affect dependents and in emergency cases staff can take unpaid time off.

Situations can include:

- School closures
- Caring arrangements for a disabled relative being cancelled
- A partner seriously injured as a result of bad weather

Staff should consider having back-up plans in place so that the impact of any breakdown in usual arrangements is minimised.

Emergency leave is usually without pay. However, it may be possible to take the time off as annual leave so that pay is not affected.

### **Working short hours & pay**

Adverse weather may result in short working hours due to late starts or early finish.

When weather deteriorates consideration must be given to allowing staff to leave early.

Options for working hours and pay can include:

- Time off in lieu
- Unpaid leave
- Paid annual leave
- Short term flexible working
- Swapping shifts