

Guidance for managers on managing staff affected by adverse weather and disruptions to public transport

These principles have been developed for managers to be used as a point of reference when dealing with the impact on staff of adverse weather, or disruptions to routes/public transport.

1. Principles:

- 1.1** In the event of adverse weather, the University will ensure that it is able and prepared to respond to any subsequent disruption of its business activities and aims to operate a 'business as usual' approach in as many areas of the organisation as possible.
- 1.2** We recognise that staff may face undue difficulties attending their place of work and returning home during periods of adverse weather, caused by disruptions to routes/public transport. The University is committed to protecting the health and safety of all of its staff, and balancing this with our commitment to ensure that disruption caused to its services is minimal, particularly to front-line services and learning and teaching activity for students.
- 1.3** All staff need to make every reasonable effort to attend work during adverse weather or where there have been disruptions to routes/public transport, without putting their personal safety, or that of those for whom they have responsibility as a carer, at risk.

2. Guidance

- 2.1** Line managers should ensure that reporting arrangements for adverse weather are clearly communicated to all staff, in a timely and appropriate manner.
- 2.2** In the event of adverse conditions, where normal travel arrangements are not feasible, all possible alternatives should be explored.
- 2.3** In instances where normal carer arrangements have been disrupted or schools/nurseries are closed, reasonable alternative carer/child care arrangements should be explored. Staff and managers can also refer to the University's [Time off for carers and domestic reasons](#) policy.
- 2.4** Where an individual member of staff is unable to get into work or is likely to be significantly delayed, they should contact their line manager at the earliest, safe, opportunity. If no contact is made the time off may be recorded as unauthorised absence but only after the circumstances have been discussed.
- 2.5** Where a member of staff arrives at work late due to severe weather or disruption to public transport and has made reasonable efforts to get in to work and to keep in contact with their manager, they will not be required to make up the lost time and will not suffer any loss of pay.
- 2.6** Staff may be asked, or request to work from an alternative location, which may include working remotely from home. All requests need to be agreed by both parties, taking account of the nature of the role and these guidelines.
- 2.7** Where attendance at work is not possible and work cannot be undertaken elsewhere, the individual should agree with their line manager how to treat the absence for payment purposes. The following options should be considered and discussed:

- **Work in lieu of time taken**
If feasible, the member of staff may elect to make up the lost time on a date(s) to be agreed with the line manager.
- **Annual leave**
Staff can use annual leave to cover the absence.
- **Authorised unpaid leave**
The individual may elect to take the day as unpaid leave and this should be discussed with the individual's line manager.
- **A combination of the above**

- 2.8** In agreeing solutions with staff, managers should treat each case on its own merits.
- 2.9** The manager must give appropriate consideration to members of staff with disabilities and/or health conditions, where the disability/health condition is likely to have an impact on an individual's ability to cope with travelling in adverse weather conditions.
- 2.10** Where severe weather conditions develop during the course of the working day, it will be for line managers to decide upon any individual request to leave work early taking into account these guidelines. The circumstances and the needs of the member of staff will be considered in the context of the duty of care the University has towards staff and their health and safety.
- 2.11** Where a decision is made to authorise the member of staff or the University as a whole, to leave work before the end of the normal working day, no deduction from pay will be made, and 2.7 does not apply. Equally, if the University remains closed due to adverse weather, the options detailed in 2.7 do not apply, and staff will receive their normal days' pay.
- 2.12** Where severe weather conditions/adverse weather persist into the following working day and there is the possibility that staff may not be able to attend work or will be late for work, the communication and approval steps outlined above will need to be repeated.
- 2.13** Should a member of staff not be able to attend work due to the closure of a school or nursery (attended by the children of staff) for a second consecutive day, they should request to take annual or unpaid leave, or to work the time back, in line with 2.7 above.
- 2.14** Managers and staff should regularly consult the For Staff website for updates on any further University guidance in relation to the adverse weather conditions.