



ADVERSE WEATHER CONDITIONS POLICY

PURPOSE

This policy outlines the approach we will take if adverse weather conditions affect people's ability to travel to work.

POLICY

Introduction

At times, due to adverse weather conditions, you may have difficulty in travelling to work. The impact of bad weather will vary according to people's circumstances, including the distance you have to travel and your means of transport. Some people may not be able to get into work at all and others may make significant efforts to do so. Some people may arrive late. This policy sets out a fair and consistent approach to be taken during these times.

Please note that the decision on whether to travel to work in adverse weather conditions is yours to make. We want to make it clear that your health and safety is our primary concern, and we would not want you to attempt to travel to work if it puts you at unnecessary risk or in danger. You are asked to use your judgement on what is appropriate after assessing the overall situation.

Conditions

Any time away from work due to adverse weather conditions may be taken either as unpaid leave, as annual leave, or can be made up at another time by agreement with your line manager.

Depending on the nature of your role, and with your line manager's agreement, you may be able to carry out the necessary work from home. Consideration will be given to the length of time the work took, in deciding how much time should be made up afterwards or taken as annual or unpaid leave.

Where you experience difficulty in travelling to work on a particular occasion, and this is likely to result in your late arrival or absence from work, you should follow the Absence Notification Procedure in the Sickness Absence Policy.

END