



Peter's Patch
Forest School - Day Care - After School Club

Adverse Weather Policy

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 work if they feel it is unsafe to do so. These arrangements will apply to all employees.

General

It is expected that employees will make every 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 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.



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

Application

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

(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
- Take the day as unpaid leave
- Make up the time (details below)

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



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(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 our policies. In all cases employees who arrive for work late will be credited with/paid for their standard working day.

(c) Leaving Early (on days of adverse weather)

Management will be responsible for obtaining information and advice from the Met Office, Police, Monitoring Organisations or Transport Authorities and disseminating it to Supervisors. Management 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 the member of staff concerned.

In circumstances where management are 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) 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.



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(e) 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 this with management and will be entitled to take any of the options at 3a above. The normal requirement for advance notice of the intension to take leave will be suspended in these circumstances.

(f) Management Responsibility

Whilst it is appreciated that there may be operational and client service considerations in working during periods of adverse weather, management 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.

(g) The Right of Appeal

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



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MAKING UP TIME

All time that the employee opts to make up will be previously arranged with management to meet the business needs and must be completed within two months of the employees return to work.

Any time made up should also be logged with management on the day it is done, and a record kept.

This time limit may be extended in exceptional circumstances by prior written agreement with management.

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