

# Adverse Weather Guidance

Version 2  
1 April 2007

## 1. Introduction

The following guidance has been prepared to ensure consistency of application across the Council.

## 2. General Principles

It is not possible to provide prescriptive advice or guidance to line managers and employees but the following principles should be applied:

- The health and safety of employees, customers and clients is the primary consideration
- Employees are expected to make all reasonable efforts to get to work.

## 3. Guidance

### i. Unable to Attend Work

If your Service Director is satisfied that it is not possible for you to attend work due to exceptional weather conditions either at your normal base or at any other specified Council premises, you will be credited with normal hours for the day. If you are on flexi-time you will be credited with 7 hours (for full-time staff) and pro rata for part-time staff depending upon how many hours were scheduled for the day.

### ii. Arrival at Work Delayed

If your Service Director is satisfied that your arrival at work has been delayed due to exceptional weather conditions you will be credited hours calculated on the difference between your actual arrival time and your scheduled start time. If you are on flexi-time credit will only be given for the period

between the start of Core Time (10.00 a.m.) and your actual arrival time (if after 10.00 a.m.).

### **iii. Early Departure from Work**

If official notification is given or your Service Director is satisfied that it would be safer for you to leave work early you will be credited hours calculated on the difference between your scheduled finish time and your actual departure time. If you are on flexi-time credit will only be given for the period between your departure time (if before 4.00 p.m.) and the end of Core Time (4.00 p.m.).

### **iv. Home working**

Employees who are authorised to work from home will be credited with 7 hours time (pro rata for part-time staff) if they elect to work from home due to adverse weather conditions.

### **v. Closure of Normal Work Base**

If your normal work base is closed you will be expected to attend any other specified Council premise if requested to do so by your manager and if it is possible for you to undertake work at that alternative premise. If that is not possible you will be credited normal hours for that day as per Section 3(i) above.

It is possible that groups of employees may have to be treated differently in a work location, e.g. if a school is closed to pupils, teachers may still be required to attend for work at that school while other employees may be required to work at an alternative premise or may not be required to attend work. However, wherever possible, there will be consistency of treatment between different groups of staff.

If weather conditions are such that consideration is being given to send people home, then responsibility for this rests as follows:-

- In the Areas this is controlled by the Corporate Manager in consultation with the Directors (or for later notification to the Directors if they are not immediately available).

At Headquarters any decision to send staff home will be taken by the Chief Executive's office

### **vi. Management Responsibilities**

Managers are expected to use this guidance to exercise sensible and consistent discretion in the event of adverse weather conditions