



Adverse Weather

1. Background

Abbeyfield The Dales Ltd. (ATD) recognises that there will be times where adverse weather conditions can prevent employees from attending their normal place of employment or may require them to leave early to get home.

2. Objectives

ATD is committed to providing services that enhance the quality of life for older people and developing services that will meet the needs of future generations. This commitment is based on the Mission and Values of ATD. ATD will also comply with all relevant and current legislation.

3. Scope

This policy applies to all ATD staff.

4. Policy

4.1. Responsibilities

The following is intended to provide guidance within which these circumstances can be dealt with effectively by managers.

4.1.1. Employee Responsibilities

1. It is the responsibility of the employee to make every effort to attend for duty at their normal place of work.
2. In the event of unforeseen circumstances, the employee will take all reasonable steps to report their inability to attend for duty as soon as is practically possible to their line manager.
3. In all other instances, an employee will inform their line manager via telephone (not SMS text) if they are unable to attend no later than 4 hours before the start of the shift which the employee is unable to attend.
4. Employees who fail to notify their manager that day (except in extenuating circumstances) that they are unable to attend work should be regarded as being on unauthorised absence and managers should consider arranging a deduction from the pay of such employees in consultation with the HR Consultancy.
5. On return-to-work managers should meet with employees as soon as possible to discuss non-notification. Managers should then take appropriate action depending on the reason for non-notification.
6. Employees shall not unreasonably refuse to comply with a temporary redeployment to an alternative site or undertake other duties.
7. An employee will inform their line manager if they feel that their personal security or that of others is at risk.

4.1.2. Manager Responsibilities

1. In the event of unforeseen circumstances, a manager shall ensure that adequate and appropriate communications and reporting mechanisms exist to enable staff to discharge their responsibilities.
2. Where it is likely that staff will be unable to attend work because of adverse weather, the manager will consider alternatives such as:
 - Temporary redeployment of individuals to other accessible locations.
 - Assigning tasks which could be done at home.
3. The manager will be responsible for communicating alternative working arrangements to staff.
4. Where alternative working options such as those above are not appropriate, the manager will decide whether the employee should be paid for their shift or whether the time could be made up. This decision will be made considering the factors listed in Section 4.3 and the manager will communicate this decision to the employee.
5. Where an emergency arises during an employee's span of duty, the manager shall exercise their discretion to enable the employee(s) to leave their place of work early or be redeployed to an alternative base to maintain a safe system of working/appropriate to the level of service.
6. Where schools close due to bad weather, leave for family emergencies may be considered. Further information can be found in the Family Friendly Policy.
7. Where continued maintenance of a comprehensive service is affected by diverse conditions, a manager shall have regard to essential work to be undertaken, and inform and deploy staff appropriately.
8. A Local Disaster Recovery Plan should be in place and up to date, to ensure that an operational service is maintained where several staff are unable to attend work.

4.2. Working in a different location than usual place of work

Where an employee can work in a different location to their usual place of work, they should make every effort to do so. Employees, primarily those who are usually office based, should work from home if they are unable to travel to an ATD location, wherever possible.

4.3. Pay for employees unable to attend work

Where employees have been unable to get to their usual place of work because of adverse weather conditions, will be paid their usual salary, where the line manager is satisfied that every effort was made to attend.

The line manager's decision will be final and will be made considering the following factors:

- Disruptions to transport links in the area which would affect the employee's journey to work.
- The employee's usual mode of transport.
- The distance the employee lives from the workplace.
- Other disruptions which would affect the employee's ability to attend for work e.g. school or care centre closures.
- The safety of the employee.
- Individual requests from people with any physical impairment that may present additional barriers to attendance at work in bad weather conditions.
- Whether the employee could be temporarily redeployed to an accessible location or could have undertaken alternative duties/tasks.

4.4. Pay for employees working longer than usual because of adverse weather

Where employees work longer hours than usual because of the effects of adverse weather, for example where other employees are unable to attend work to take over responsibilities; the normal rate of pay will apply if they take back that time as time of in lieu; otherwise, the additional time will be paid at the appropriate overtime rate of pay.

Where an employee has stayed at a house or home overnight to safeguard the residents, the normal pay rates will apply if they take back that time as time of in lieu; otherwise, the additional time will be paid at the appropriate overtime rate of pay.

4.5. Reimbursement of additional costs

ATD may in exceptional circumstances reimburse additional costs incurred in travelling to work because of adverse weather conditions. Where costs are likely to be excessive employees should seek authorisation from their line manager before making any arrangements.

4.6. Pre-Adverse Weather Event Staff Consultation

When adverse weather is forecast (Met Office forecast only), and that adverse weather may affect an employee's ability to attend or continue in work, ATD will;

- Discuss with employees the extent of their commute and any specific considerations.
- Consider individual circumstances, and put in place alternative working and IT solutions where appropriate.
- Hold an awareness of staff commuting arrangements.
- Ensure that employees with the ability to work from home take the appropriate resources home with them (e.g. documents, laptop) and are aware of the GDPR requirements when doing so.
- Encourage employees to register for the Met Office weather alerts so they take personal responsibility for their own commute, safety measures and be proactive in communicating their attendance at work or otherwise.
- Ensure that information gathered is reflected in Business Continuity Plans where appropriate.

6. Finance, Value for Money & Social Value

N/A

7. Supported Appendices

N/A

8. Linked Policies

Friend Family Leave & Pay (S012P)
Disciplinary (S008P)
Health & Safety (HSF007)
Lone Worker (S016P)

9. Legislation/Regulation

N/A

10. Review

Every 3 years, subject to any regulatory or legislative updates.

11. Procedure/Guidance

N/A