



ADVERSE WEATHER POLICY

Pillar Kincardine recognises that in certain circumstances adverse weather conditions can prevent employees from attending their place of employment or may require them to leave early in order to get home. It is therefore prudent to agree in advance what is acceptable practice under such circumstances.

STAFF

It is expected that employees will make every reasonable effort to reach their place of employment. However, employees should not put themselves at risk.

No employee will be required to attend for work if it is unsafe to do so. The Service Manager is expected to ensure that the safety of employees is not compromised in any way.

It is recognised that there will be occasions when weather conditions are so severe that some employees will be unable to get to their place of work on time or will be unable to get to work at all.

Any suspected abuse of this policy will be investigated and, if necessary, disciplinary action may be taken.

Procedure

In circumstances where an employee is unable to attend for work or will be late arriving to work it is the employee's duty to report the fact to the Service Manager at the earliest opportunity by telephone.

The Service Manager should, where possible, adopt a flexible and consistent approach in such cases.

- **Arriving Late**

Where the Service Manager is satisfied that an employee has genuinely been prevented from attending work by their normal starting time, any lateness will not be penalised under any of Pillar Kincardine's Policies.

- **Leaving Early**

The Service Manager will be responsible for deciding whether any request to leave early is warranted, bearing in mind any weather/travel information obtained, the home address of the employee and their usual mode of travel.

Where early leave is considered to be justified, the Service Manager will authorise the request to leave early. Employees who leave work early due to adverse weather will normally be paid for their standard working day.

- **Working from Home**

In certain circumstances the Service Manager may agree that an employee can work from home. The work to be undertaken at home must be agreed with the Service Manager. Where home working is authorised, the employee will normally be paid for their standard working day.

- **Inability to Work**

There may be circumstances where an employee cannot get to work and is unable to work from home. If this is the case, and the Service Manager is satisfied that an employee has genuinely been prevented from attending work, then the employee will be given a choice of how their absence should be processed. The employee may choose to treat the time off as:

- **Authorised Time Off in Lieu:** The employee will be required to make up the hours at a later date.
- **Annual Leave:** The time will be recorded as annual leave.
- **Unpaid Leave:** The time will be unpaid.

Should the employee subsequently become able to reach their normal place of work, they must endeavour to do so as soon as practicably possible.

- **Closure of Place of Work**

Where a decision is taken by Pillar Kincardine to close due to adverse weather, affected employees may be required to work from home. If this does not apply, employees will be entitled to be paid for their normal hours of work for the duration of the closure.

SERVICES

Services will be cancelled when there is a "Severe Weather Warning" issued for the area where the service would normally take place. Staff will not incur a loss of pay for the first day in these circumstances. Thereafter staff will be required to take TOIL or annual leave.

Services may also need to be cancelled when staff are unable to travel to run those sessions due to bad weather. Staff will be paid for the first day of such absence. Thereafter staff will be required to take TOIL or annual leave.

Should the weather conditions deteriorate to the extent where staff and service users are becoming concerned about their ability to travel home a session may be cut short to allow staff and service users to get home safely. Staff will not incur a loss of pay in these circumstances.

The decision to cancel or cut a session short will be made by the Service Manager and/or Senior Project Worker.

COMMUNICATION

When there are likely to be severe weather conditions, a message will be left on the office answer machine to inform members of the current situation and whether a particular session is to go ahead.

A handwritten signature in black ink, appearing to be 'M. D. H.' with a large, stylized flourish at the end.

Signature of Chairperson:

Date: August 2015