

**Attendance During Inclement Weather or Major Disruption  
To Transport Links Policy - P120**

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## 1. Introduction

- 1.1. This policy is to be applied by managers in dealing with staff who face difficulties in getting to and from work. This may be due to inclement weather, a major disruption of road services or public transport.

## 2. Purpose or Aim

- 2.1. The aim of this policy is to ensure that all staff are treated in a consistent and fair way in the event of inclement weather or a major disruption to transport links.

## 3. Scope

- 3.1. This policy applies to all Trust staff whether or not they are involved in providing direct care to service users and carers.

## 4. Definitions

- 4.1. **Inclement weather** can be defined as snow, ice, fog, or floods and other circumstances that result in a severe weather warning and which render journeys by road extremely hazardous, whether these are by public or private transport.
- 4.2. **Extremely hazardous** is defined as those conditions in which the police and/or appropriate motoring organisations advise people not to make unnecessary journeys or indeed to travel at all.
- 4.3. Disruption to travel services can be caused by: -
- a) Severe weather conditions which result in significant delays/cancellations to public or private transport
  - b) Major disruption to public services and private transport due to major accidents
  - c) Industrial action by public transport services i.e. road/rail
  - d) Fuel crisis

## 5. Roles and Responsibilities

### 5.1. The employee will:

- Comply with this policy and make all reasonable attempts to attend for work.

### 5.2. The manager will:

- Apply this policy fairly to all staff.
- Facilitate where possible staff from other teams working away from their normal base.

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### 6. Policy Statement

- 6.1. Staff are responsible for making their own arrangements to get to work on time. There may, however, be occasions when some staff experience severe difficulties in attending for work due to inclement weather and/or major disruption to travel links.
- 6.2. All staff are expected to make all reasonable attempts to attend work in order for services to be maintained even if this means they will arrive late. They should keep their manager informed.
- 6.3. Staff living within reasonable walking distance of their base will be expected to make every effort to get to work on foot, where it is possible and safe for them to do so.
- 6.4. In the event that staff are prevented from attending at their normal place of work by inclement weather and/or major disruption to travel links, every effort should be made to attend at an alternative AWP site. In these circumstances the member of staff should keep their manager informed.
- 6.5. When inclement weather or major disruption to travel links can be reasonably foreseen and, depending on the role, if it is possible for work to be undertaken at home under the Home-working arrangements then staff should be encouraged to utilise these ([Home Working Policy](#)).

### 7. Practical implementation of this policy

#### 7.1. Unable to attend for work

7.1.1. If members of staff are unable to attend for work at all managers should ask that people use annual leave or lieu days outstanding, or offer the opportunity to make up time on other occasions. Only when this is not possible should absence be treated as unpaid leave. An SBU or Executive Director must authorise any decision to place a member of staff on unpaid leave on account of inclement weather, taking account of the individual's personal circumstances, for example disability.

#### 7.2. Late for work

7.2.1. Staff who are late for work due to inclement weather or major disruption to travel links should receive no loss of payment so long as they can evidence of the reason for their delay.

#### 7.3. Leaving work early

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7.3.1. Staff whose individual circumstances require them to leave work early by agreement with their manager in cases of inclement weather or major disruption to travel links will be paid at the rate for the normal period they would have been expected to work, so long as they have worked for at least half their normal shift.

### **7.4. Extended working**

7.4.1. Staff who are asked to extend their hours of work under the circumstances described in this policy in order to maintain services will be given time off in lieu or paid in line with the relevant terms and conditions of service.

## **8. Standards**

8.1. This policy will be measured against the requirements of employment legislation and the best practice expected from a modern health organisation.

## **9. Training**

9.1. Further information and advice is available via [Ourspace](#).

## **10. Monitoring or Audit**

10.1. This policy will be reviewed after 3 years or earlier at the request of either party. Monitoring information will be provided by the Trust as part of this review. Managers are required to monitor the application of this policy and to provide exception reports to the Modernisation and Workforce Management Group if needed.

## **11. Associated and Related Procedural Documents**

11.1. [AWP Business Continuity Plans](#)

## **12. Document Lifecycle Control**

12.1. Representatives from trades unions formally recognised by the Trust and management representatives have drawn up this policy. Management as part of the review will provide meaningful statistics.

12.2. This policy will be reviewed after 3 years or earlier at the request of either party.

## **13. References**

13.1. This policy has been drawn up with reference to current UK and European employment legislation and relevant national terms and conditions.

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