



Adverse Weather and Travel Policy Working Arrangements

1. Introduction

This policy sets out the Council's approach to dealing with situations where normal arrangements for travelling to or attending work are disrupted.

It does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of the Council's Staffing Committee.

2. Travelling to Work

The Town Clerk should discuss an employee's delayed arrival or inability to attend their normal place of work with the employee at the earliest possible opportunity. The employee must decide on the most appropriate solution for themselves. They are not entitled to be paid for time they do not work, but they should be given the options available to them.

Localised or personal travel difficulties

In circumstances where road accidents cause traffic congestion or where an employee's normal mode of transport fails, delaying or preventing attendance at an employee's normal place of work, the Council will be flexible and make allowances for infrequent reasonable delays, i.e. up to thirty minutes. However, employees will be expected to make up time lost for longer delays or not being able to attend work by working back the time, annual leave, TOIL (time off in lieu) or unpaid leave.

Adverse weather conditions

The Council does not expect employees to put themselves at unnecessary risk. The Council recognises that the weather can be unpredictable and it will be flexible in accommodating employee difficulties.

Where weather affects travel to work, the Council will accept reasonable delays. Where weather and road conditions worsen during the working day, employees may request permission to leave work early from the Town Clerk. This time off will be unpaid.

If an occasion of extreme adverse weather occurs and staff cannot reasonably get to work safely, the Council will not expect the employee to attend work, but this time will be unpaid.

3. Office Closures

If the Council takes the decision to close the workplace, the employer is preventing the employee from working on that day and employees will receive pay as normal. This is regardless of whether the employee has attempted to attend their workplace or not.

4. Dependants

As a result of school closures, some employees may need to take time off to care for their dependent children. In addition, care arrangements for other dependants, older or disabled relatives may be disrupted. The Council needs to strike a balance between the need to maintain services and the pressures that fall on employees who have childcare and other caring responsibilities.

The statutory right to time off to care for dependants does not provide the right to take extended leave, but only the right to take off what time is reasonable to allow the employee to deal with the unforeseen event.

5. Additional Hours

Where there are increased absence levels in critical service areas, Council may need to ask those able to get to work, to work additional hours. The Town Clerk should ask for volunteers from existing employees and agree such additional hours with the Council. The Council will also call upon employees who may have contractual overtime arrangements in place.

Bearing in mind the requirements of the Working Time Directive, additional working requirements should not be used in the long term, but to cover short-term crisis situations. Care will be taken to ensure those working additional hours do not put their own or others health and safety at risk and that they get regular rest breaks. If employees work additional hours, they will normally be remunerated through time back arrangements such as TOIL.

6. Misuse

If the Council has reason to suspect that an employee is abusing this flexible approach to lateness or absence, a full investigation will be undertaken in line with the Disciplinary Policy. If such abuse is established, it will be treated as any other form of unauthorised absence.