

Adverse Weather Attendance Policy

Compass Disability Services

Units 11 – 12 Belvedere Trading Estate
Taunton, TA1 1BH

Date: Sept 2015

Review date: August 2020

Background

Compass Disability Services and its users can be significantly disadvantaged by absenteeism and expects that all employees make every reasonable effort to attend work when their normal transport arrangements have been disrupted due to adverse weather conditions.

The health and safety of our employees and volunteers is of paramount importance and we therefore accept that there may be times when absenteeism is unavoidable.

This policy aims to ensure that employees who are unable to attend work, despite their best efforts, are treated fairly and consistently.

Definitions

For the purposes of this policy “Adverse Weather” is defined as weather that makes attendance at work dangerous or impractical as advised by the Met Office or local travel specialists such as the AA.

Attendance Expectations

Compass Disability Services expects that all employees will make every reasonable effort to attend work when their normal transport arrangements have been disrupted due to adverse weather conditions. Employees are encouraged to consider the use of public transport and/or walking to work if appropriate.

When adverse weather is expected and there is reasonable expectation that attendance at work the following day may be difficult, staff that can work effectively from home should agree a work plan in advance with their line manager or other senior member of staff. This may include reading, Internet research or other IT activities that can be saved to memory stick or emailed to the employee at home. Specific consideration should be given to maintaining the security of personal data as per the Data Protection policy.

Should adverse weather occur whilst the employee is at work, and show signs of worsening or not improving, Line Managers should obtain the most accurate reports on traveling conditions from the Met Office or local travel specialists and reach a decision as to allowing staff to leave early. It will be the manager's responsibility to make such a decision having regard to the employee's journey to and from work and any other relevant circumstances.

Staff and volunteers who normally work or volunteer in the community should notify their manager of their intention to return home as soon as they feel that the weather conditions represent a significant risk to their safety.

It is appreciated that employees with family responsibilities may be affected by adverse weather conditions, even if they could reasonably be expected to make their way to work, with schools, nursery and care arrangements being disrupted. In these circumstances the parental leave and special leave arrangements, as detailed in the staff handbook, would be applied.

Absenteeism payments

When absenteeism is unavoidable and when the Met office or local travel specialists have advised against traveling, normally broadcast as part of local news programmes on TV and radio, the first day of absenteeism will be paid. Subsequent days should be taken as time off in lieu (TOIL) or holiday. Where this creates a TOIL deficit, the time should be made up as soon as possible once the conditions have improved.

The CEO will be responsible for agreeing extended absenteeism payments in the event of an adverse weather situation not improving over time. This may be applied on a case-by-case basis giving consideration to the individual's ability to attend.

Volunteers

Volunteers are encouraged to take responsibility for their own health and safety and make a decision on whether to attend their volunteering placement or to leave early in the event of adverse weather occurring, or where it shows signs of worsening. Volunteers need to make the Volunteer Coordinator or relevant Line Manager aware of their decision. Where Line Managers are aware of adverse weather conditions that could impact on a volunteers ability to attend or carry out their role they will pass this information on to volunteers.

Responsibilities

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The Chief Executive Officer (CEO) has ultimate responsibility for applying the Adverse Weather Attendance Policy. In the CEO's absence, the Operations Manager and the Business Development Manager will be expected to apply this policy when necessary.

Under this policy all managers will be expected to:

- Treat all employees and volunteers fairly and consistently.
- Ensure that adequate communication takes place with their employees and volunteers when these circumstances arise.
- Have regard to the Health and Safety of employees and volunteers, particularly where special conditions apply such as pregnancy or disability.

Employees have responsibilities to make their Line Manager aware of weather conditions in their local area and report whether they are working or not on a daily basis.

Policy Revision

This policy will be reviewed every five years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the Chief Executive.

Further Reading

Data Protection Policy
Staff Handbook

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