

Severe weather policy

1. Purpose

The reason for this policy is to provide guidelines the Company will take if severe weather conditions occur. To avoid confusion in defining severe weather, this policy is planned to deal with instances when there is significant disruption to transport and this could be due to heavy snow, flooding etc.

2. Responsibilities of the employee

It is always important to try to get to work, even if there is severe weather. However, employees should not put themselves or any other people in danger by trying to get into work.

3. Communication

In the case of severe weather the Company might be forced to close, meaning that some employees are not required to attend work. The decision to close the Company will be taken by the business owner. This decision will then be communicated to all employees.

4. Keeping the Company operating

- Employees must turn up for work as usual, unless told otherwise.
- Employees who are on annual leave may be contacted and asked to attend work to assist – particularly if some employees who live a long way from the Company are having particular difficulties getting to work. Any employee who is contacted in this way can refuse to attend work. Employees that do attend work will be entitled to their annual leave at a future time.
- Employees may be asked to work different shift patterns to usual if some employees are unable to get to work.
- Employees may be required to carry out different roles to their usual activities, if there are a limited number of employees who have managed to attend work. Employees will be expected to carry out all duties within their level of skill and ability.
- Employees must not take any unnecessary risks in carrying out any activities.

5. Working from home

If an employee is unable to attend work due to severe weather, he or she will be expected to work from home if this is possible. The employee should contact his or her manager to discuss any work that could be usefully completed.

6. Making up lost time

Employees who are unable to attend work during severe weather will be expected to make up all lost time (unless the Company closes due to the weather). This lost time can be made up in units of one hour or more over a six week period. The times to make up the lost time will be agreed with the line manager.

The day(s) lost can be taken without pay or as holiday.

7. Taking time off to care for dependants

It is appreciated that many schools close during severe weather. If an employee has a child who cannot attend school because it is closed, the employee is allowed to take a day's dependant leave to care for that child. The day will be taken without pay or as holiday.