



OFFICIAL

## EMPLOYMENT ZONE Policy Statement – Adverse Weather Arrangements

### About this guide

This guidance sets out the arrangements which the council will adopt in adverse weather situations including times when there are Met Office Weather Warnings.

### Manager's responsibilities

The Council has a wide and diverse range of services, operational requirements, different working arrangements, and hours of work and so on. Managers are however, as far as is reasonably practicable expected to make sure that employees are treated in an equitable and consistent manner.

### Adverse weather arrangements

#### Up to and including amber met office warning

The following principles will be adopted in situations where there is adverse weather up to and including where the met office have issued an amber warning:

- Employees should make all reasonable effort to get into work.
- Services should issue guidance at a local level regarding closure of premises and/or arrangements for alternative work sites.
- Where the council takes the decision to close a workplace and/or normal work activity cannot be undertaken, the council will make every effort to provide an alternative workplace and/or suitable alternative work. Only in exceptional circumstances will employees be sent home without alternative work and in these circumstances this will be viewed as authorised paid leave.
- When the service/department is satisfied that an employee is or has been genuinely prevented from attending work or needs to leave the workplace as a result of adverse weather conditions including disruption to their care arrangements they may authorise one or a combination of the following:
  - **Alternative work location** - the line manager should explore with them the options of alternative work locations.
  - **Work from home** – If this is operationally possible line managers should establish and agree with the employee that they have defined work available and the necessary resources to allow them to complete work at home.

OFFICIAL



OFFICIAL

## EMPLOYMENT ZONE Policy Statement – Adverse Weather Arrangements

- **Use Flexi leave, Time Off in Lieu (TOIL) or Future Additional Hours** - If employees don't have enough flexi or TOIL to cover the absence, line managers can authorise that the time off is offset against future flexi or TOIL where operational requirements allow. Line managers should determine and advise the employee the period of time which the offset leave should be worked. Employees who don't have flexitime arrangements will be allowed to make up any lost time by working additional hours to be agreed with their line manager.
  - **Annual leave** - If the employee has no annual leave remaining for the leave year then leave from next year may be brought forward.
  - **Unpaid leave** - which can be deducted, if required, over a reasonable period of time.
- If an employee requires time off to care for dependants because of an unexpected disruption, or termination of their care arrangements and Annual Leave, Flexi, TOIL or working future additional hours are not viable options they should discuss this with their line manager who will determine what's reasonable and necessary in the circumstances. The employee may then be allowed up to one day's paid leave, any further leave will be unpaid.
  - Employees should follow the normal reporting of absence arrangements and keep in contact with their line manager.
  - Decisions on the continuation of service delivery (with advice sought from Health & Safety Colleagues) and the appropriate means of communication of these decisions to both the public and employees will as normal be the responsibility of the Service Executive Director.
  - Where there is evidence that an employee has been dishonest about their reasons for not being able to attend work, the matter should be investigated in accordance with the Disciplinary Policy and Procedures.

### Red met office weather warning

In addition to the principles for situations up to and including amber met office warning the following principles will be adopted in situations where a predicted red weather warning has been issued by the met office.

- The Chief Executive and Service Directorate will communicate through a variety of channels to advise that non-essential services will close and employees will be sent home with authorised paid leave. This will be done in enough time to allow non-essential employees to be safe in advance of the red weather warning starting.
- Each service's 'Red Weather Warning HR Arrangements' ([Appendix](#)), which has been shared with local trade union representatives includes:

OFFICIAL



OFFICIAL

## EMPLOYMENT ZONE Policy Statement – Adverse Weather Arrangements

- A summary of the service's essential services and how they will deliver them during this period.
  - The service's risk assessment detailing how essential employees will be able to attend work with particular focus placed on the different risks that employees might face such as disability, caring needs or pregnancy, reviewed in line with the weather circumstances at the time.
  - Details of protective equipment considerations and requirements and how they will support essential employees to attend work.
  - How the service will consider other service and council-wide interdependencies when making decisions about essential service delivery.
- Essential service employee should only attend work if it's safe and possible for them to do so, if they cannot attend during this time they will be considered as on authorised paid leave.
  - Essential service employees who attend work during this time will receive x 0.5 enhancement for every hour worked in addition to their normal day's pay.
  - Essential service employees who work overtime during this time will receive x 3 pay in recognition of their efforts.

OFFICIAL