



ADVERSE WEATHER POLICY

DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
Dec 2007	SEStran	1.0	FINAL	Policy Adopted
Oct 2017	SEStran	1.1	FINAL	Adoption of version control
Nov 2018	SEStran	1.2	FINAL	Minor changes to principles

INTRODUCTION

Recent years have seen some severe weather conditions, which have adversely affected people's ability to get in to work by whatever transport route they use. This policy has therefore been developed to cover those kinds of situations other than the norm, such as heavy snow falls, flooding or severe weather warnings, etc. and to ensure as far as possible that our staff are treated fairly and consistently.

1. Scope of the Policy

This policy applies to all employees of SEStran

2. Principles

SEStran will not expect staff to travel to work during adverse weather conditions where they could put their own health and safety at risk. SEStran will therefore ensure that an appropriate level of "duty of care" is applied to expectations of employees' attendance at work during adverse weather.

In implementing this policy, SEStran will take into consideration weather alerts issued by the Met. Office and advice given by relevant external authorities such as the Police and Scottish Government, in making decisions regarding closure of the office, due to extreme adverse weather conditions (This includes Scottish Government acting in the capacity of landlord and closing Victoria Quay.)

Only if safe to do so, all employees are expected to make a genuine effort to report for work at the recognised start time, which could entail having to make special arrangements to ensure that they can attend each day. If an employee is late or cannot reach work, they must telephone their line manager as soon as possible to explain the situation

In discussion with the Partnership Director, consideration will be given to the employee working from home, as per SEStran's Flexible Working Policy.

3. Application

- First day in any unbroken period of bad weather
Where an employee arrives late or leaves early, and the Partnership Director is satisfied with the employee's explanation, the employee will be granted flexi/paid leave for the period absent from work.

Where an employee is unable to attend work for their contracted hours, they can work from home, subject to prior discussion with the Partnership Director

- Subsequent days of bad weather
If the employee is still unable to report for work on subsequent days, and flexible working arrangements cannot be made, it is at the discretion of the Partnership Director to grant paid leave, annual leave or unpaid leave

4. Deterioration of weather while at work

Should a member of staff request to leave early due to weather conditions becoming worse and their desire to head for home before it possibly becomes too bad to travel, the Partnership Director would be expected to give this favourable consideration. Any time taken under these circumstances would be expected to be taken as flexi/paid leave

5. Closure of Offices

Should the Partnership Director decide to close the SEStran Offices, staff will be paid for their normal contracted hours from when staff have been 'sent home'

6. Care of a Dependant

Should, for example, schools be closed and if no immediate alternative arrangements can be made for the care of a dependant, reference should be made to our Special Leave Policy.

7. Review

This document will be reviewed annually by SEStran.