

Working Time & Leave Framework

Adverse Weather Policy and Procedure

1 Introduction

This policy is part of the Working Time & Leave Framework, which is made up of a number of elements which together encompass all formal policy, procedure and statement documents, including associated forms, relating to working time and leave of Abertay University.

If you would like this document in a different format (e.g. large print, braille) or need any assistance to access or understand the policy/procedure please contact your School/Service designated HR Partner.

This procedure does not form part of any employee's contract of employment and it may be amended at any time. The University may also vary any parts of this procedure as appropriate.

2 Purpose and Scope

This policy, and the procedures contained within, apply to all Abertay University employees and are intended to provide relevant information and clarity on required action(s) to minimise impact on students and disruption to service provision during periods of exceptionally adverse weather and unexpected climate conditions that subsequently have a detrimental impact on travel.

Examples of circumstances where this policy may become active include:

- Heavy snowfalls and/or drifting snow;
- Severe gales;
- Flooding;
- Any other abnormal weather or environmental conditions that significantly affect the use of public/private transport and/or which makes travelling hazardous, e.g. volcanic ash eruptions, etc.

3 Travelling to work

It is an employee's personal responsibility to make their own arrangements to travel to and from their place of work. At such times when an employee is affected by exceptionally adverse weather conditions they are expected to make every effort to attend work and should not assume that early morning travel disruptions will prevail throughout the day, as difficulties with travel routes and public transport may improve as the day progresses. Employees should, therefore, make continued efforts, over a reasonable period of time, to attend work, which may mean not relying on their usual travel routes or modes of transport.

4 Attendance at work

An employee who is unable to attend work at their normal starting time due to exceptionally adverse weather conditions should contact their School/Service as soon as possible, normally within one hour of their usual start time, to advise their line manager of when they might arrive at work or if the situation may result in their non-attendance for that day.

The first day of non-attendance may, at the line manager's discretion, and subject to the specific direction by the University at the time of the adverse weather, be credited as a standard day's attendance, regardless of the University remaining open for students. Any subsequent days will normally be considered as annual leave, flexitime, TOIL, or, if all leave is exhausted, unpaid leave, which will be at the discretion of the Head of School/Service. Other circumstances outside of that stated above may be taken into account where justification can be made and where circumstances require.

It may be agreed by the line manager, where possible, reasonable and appropriate to do so, that an employee can work from home. An employee will not be able to work from home while caring for a dependant. If agreed, an employee working from home will be credited with one standard day's attendance. In exceptional circumstances such arrangements can continue in the short term if the adverse weather conditions remain and the travel situation does not improve, there is sufficient work to do remotely and the approval of an appropriate line manager has been granted. The employee should maintain contact with their line manager to keep them up to date with their efforts to attend work and the likely date of return.

If an employee is to work from home then they, and their line manager, should ensure that any health and safety aspect with regards to ensuring a safe and appropriate working environment, is fully taken into account.

5 Early release and temporary closure

In the event that adverse weather conditions arise during the University open hours, or where conditions remain severe or worsen throughout the day, the University may consider the early release of staff.

The decision to release staff should take into account the need to maintain the services of the University/School/Service whilst considering the safety of travel arrangements, distance to travel and mode of travel employees will need to undertake to get home. Consideration should also be given to requests from staff to leave early where they may need to collect a child and/or dependant from a nursery or school, spouse/partner from their work and/or any car pool arrangement that the employee relies on.

If it has been decided to release some or all employees prior to the end of their normal working day the time will be regarded as a complete working day and there will be no requirement for employees to make up any 'lost' time. In exceptional circumstances this may be extended at the discretion of their Head of School/Service.

The decision for early release and temporary closure of the University due to exceptionally adverse weather lies with the Principal & Vice Chancellor, or his/her designate. The Head of School/Service should liaise with the Principal's Office prior to deciding if the School/Service should close.

If the University closes, employees will not be required to come to work or work from home and will be credited with a standard days attendance. The exception to this is where staff are paid to work throughout University closures on a day to day basis which forms part of their normal working duties.

** Note: The circumstances of any University closure due to adverse weather will be considered at that time and the Head of Estates & Campus Services, in liaison with the Head of Human Resources, will ensure that those staff required to continue to work as part of their normal working duties receive no less favourable treatment or suffer any detriment as a consequence.*

6 Communications with Staff and Students

During periods of exceptionally adverse weather the University will endeavour to maintain communication on its operational status to all employees and students by several different means.

Primary means of communication

- Radio Tay FM (96.4 – 102.8FM)
- University website/intranet (<http://www.abertay.ac.uk>)

Secondary means of communication

- Email
- Twitter (<http://twitter.com/abertayuni>)
- Facebook (<http://www.facebook.com/AbertayUni>)

If any employee works early or late shifts and is unsure of the operational status ahead of travelling to start their shift or if they feel that the weather is too adverse for travel, they should contact Campus Security on the main University telephone number prior to attempting to travel to work.

7 Other circumstances

Where the employee can make it to their work but their child/children and/or dependant's nursery or school is closed and alternative child care arrangements cannot be made at short notice, then the Head of School/Service will refer to the provisions within Carer's Leave Policy.

If any employee works on a shift rota or any unsociable hours it will be the line manager and Head of School/Service to approve and communicate any changes to the rota to help with the employees e.g. If an employee normally starts at 6:00am then it may be more appropriate to change the employee's hours temporarily to help with the commute to work.

8 Recording of Absence

Absence due to adverse weather, which is not being taken as annual leave, flexi, TOIL or unpaid leave, should be recorded as Authorised Absence.

Document Information

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Version Control Table

Version No.	Purpose / Changes	Author	Date
20111014	New Policy	Human Resources	2011.10.14
20141201	Updated logo and format; minor editing and amendments for clarity of process	Human Resources	2014.12.01
20161013	Removal of reference to Home Working Policy	Human Resources	13/10/2016