

# HR & OD POLICIES

human resources and organisational development



## Adverse Weather Arrangements Guidance

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## 1 INTRODUCTION

The Council recognises that adverse weather conditions can prevent employees from reaching their normal place of work. To ensure the health and safety of employees is not compromised, line managers may allow employees to work from alternative locations including home. Employees may also seek permission to use annual, flexi or unpaid leave. There may also be instances where, for example, a place of work is closed (Ref. Section 4 Closure of Place of Work). In such circumstances, employees may receive one day's paid special leave. When, particularly over the winter months, there can be a number of adverse weather episodes, each such period will be treated separately.

## 2 GENERAL

It is expected that employees will make every reasonable effort to reach their normal place of employment or an agreed alternative location. However, employees are not expected to, and should not, put themselves at risk. Employees make a choice about their home location and for those living in remote areas, they should be aware of potential difficulties they may face during periods of adverse weather and should be prepared to make appropriate arrangements in relation to attendance at work.

Line managers should ensure that they have discussions with their employees in advance of such adverse weather situations arising in order to agree the options available to the employee if they are unable to reach their normal place of work or to work from home. This could include identifying training opportunities either online or in a folder for those without access to the internet.

## 3 REPORTING

In all circumstances of inability to attend work or late arrival, the employee must report the fact to his/her line manager at the earliest opportunity.

If unable to attend work due to adverse weather, the employee should indicate whether they will be working from an alternative location (including home) or not. If working from an alternative location or undertaking training from home is not possible the employee will be asked to indicate if they wish to use annual, flexi or unpaid leave.

Employees arriving late and/or leaving early due to adverse weather will be credited with hours worked.

## 4 CLOSURE OF PLACE OF WORK

Where a decision is taken to close a place of work due to adverse weather, affected employees may be required to attend an alternative place of work or work from home. In some cases, the nature and type of work may mean that working from an alternative location or undertaking work from home, is not suitable or possible. In such cases, employees will be granted one day's paid special leave. Where an alternative work location or work from home is possible and the employee declines either option, employees should indicate if they wish to use annual, flexi or unpaid leave. If a workplace is closed for more than one day, employees will continue to be paid during the period of the closure. This will be subject to review if the closure goes beyond three days.

## 5 SCHOOL/ WORK ESTABLISHMENT CLOSURE

Schools may be closed in two ways:

- Blanket closure
- Decision by Head Teacher

Blanket Closure – the Director of Education & Children's Services takes the decision to close all schools to pupils and staff due to adverse weather. Employees will be paid for normal hours for the duration of the closure.

Decision of Head Teacher – where the Head Teacher of a school takes the decision to close the school due to adverse weather, it should be made clear whether the school is closed to pupils only or to pupils and staff.

In advance of such situations arising, employees may wish to pre-agree possible alternative work locations e.g. working at another school or care home closer to their home or identifying work which can be completed at their home or at another Council establishment, such as ALDO training courses. These are not exhaustive options as other suitable alternatives may be available in different Services.

**It is incumbent on managers, Head Teachers and supervisors** to discuss such arrangements with employees in advance of adverse weather incidents so employees know the options available to them. This may include identifying work or online training courses which can be done from home or another work location closer to home.

## 6 CHILD CARE PROVISION WHEN SCHOOLS ARE CLOSED

It is the responsibility of employees to ensure that they have [emergency care](#) arrangements in place for their children in case of a school closure due to adverse weather. If this is not possible the employee should indicate if they wish to use annual, flexi or unpaid leave.

## 7 EXTREME WEATHER SITUATIONS

On occasion, there may be national weather warnings publicised. Where a 'Red Weather Warning' is announced for a particular area e.g. Aberdeenshire, Marr or Banff, the Chief Executive will confirm the specific arrangements which will apply regarding attendance at work/alternative locations and leave arrangements.

Please see the Resource Pack for information.

[Unpaid Special Leave Form](#)

# Special Leave Adverse Weather

## Index of Documents

### Policy

<b>Revision Date</b>	<b>Previous Revision Date</b>	<b>Summary of Changes</b>
01-12-2003	-	Creation of all Documents
17-11-2011	01-12-2003	General update
01-12-2014	17-11-2011	General update
15-05-2015	01-12-2014	General update
02-02-2016	15-05-2015	Pension Information added
06-12-2018	02-02.2016	Revision of Document
12-12-2019		Clarification of line managers' responsibilities