



## Adverse Weather & Travel Disruption Policy

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## Document Control

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<b>Owner</b>	Lisa-Marie Flynn
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## Version History

<b>Next Review Date</b>		01/02/2025		
<b>Version</b>	<b>Date</b>	<b>Amendments</b>	<b>Author</b>	<b>Status</b>
0.1 to 0.4	Oct 2021 to Oct 2022	Initial Draft – Reviewed by the HR Team & the Trust Board. Consultation Process – Draft shared with the working group consisting of Senior Leaders, HR, and the Trade Unions.	Lisa-Marie McGrath	Consulted & Reviewed, and implemented agreed points
1.0	01/12/2022	Final Draft – Approved by the CEO and The Trust Board	Lisa-Marie McGrath	Approved
2.0	01/02/2024	N/A	Lisa-Marie Flynn	Approved

# Adverse Weather and Travel Disruption Policy

## 1. ABOUT THIS POLICY

1.1 This policy applies where it becomes impossible or dangerous for employees to travel to work because of:

- extreme adverse weather, such as heavy snow;
- industrial action affecting transport networks; or
- major incidents affecting travel or public safety.

1.2 On these occasions, we recognise that a flexible approach to working arrangements may be necessary to accommodate employees' difficulties and protect health and safety while keeping the business running as effectively as possible.

1.3 This policy applies to all employees. However, it does not apply to agency workers, consultants or self-employed contractors.

## 2. TRAVELLING TO WORK

2.1 Employees should make a genuine effort to report to work at their normal time. This may include leaving extra time for the journey and/or taking an alternative route. Travelling on foot or by bicycle should be considered where appropriate and safe.

2.2 Employees who are unable to attend work on time or at all should telephone their Line Manager/SLT before their normal start time on each affected day.

2.3 Employees who are unable to attend work should check the situation throughout the day in case it improves. Information may be available from local radio stations, the police, transport providers or the internet. If conditions improve sufficiently, employees should report this to their Line Manager/SLT and attend work unless told otherwise.

2.4 Employees who do not make reasonable efforts to attend work or fail to contact their Line Manager/SLT without good reason may be subject to misconduct. We will consider all the circumstances, including the distance they have to travel, local conditions in their area, the status of roads and/or public transport, and the efforts made by other employees in similar circumstances.

## 3. ALTERNATIVE WORKING ARRANGEMENTS

3.1 Employees may be required to work from home, where possible, or an alternative place of work, if available. Line Managers will advise them of any such requirement. Such employees will receive their normal pay.

3.2 Employees who can work may sometimes be expected to carry out additional or varied duties during such periods. However, employees should not be required to do anything they cannot do competently or safely.

#### **4. LATE STARTS AND EARLY FINISHES**

4.1 Employees who arrive at work late or who ask to leave early will usually be expected to make up for any lost time. However, Line Manager/SLT have the discretion to waive this requirement in minor cases or (in the case of lateness) where they are satisfied the employee has made a genuine attempt to arrive on time.

4.2 Line Managers/SLT have the discretion to allow staff to leave early and should have regard to the needs of the business and the employee's personal circumstances.

4.3 Where half the normal working day or more is lost, this will be treated as absence and dealt with as set out below.

#### **5. ABSENCE AND PAY**

5.1 Employees absent from work due to extreme weather or other travel disruptions are not entitled to be paid for the time lost.

5.2 However, as a gesture of goodwill, we will treat up to three days of absence caused by a disruption in any annual leave year as special paid leave. Employees will only be eligible where their Line Manager/SLT is satisfied that they have made a genuine effort and could not reasonably be expected to attend work or work at home.

5.3 Absence in all other cases can be treated in a variety of ways. Employees should discuss their preference with their Line Manager/SLT, who retains overall discretion in the matter. A number of options are set out below:

- Making up the lost hours within a reasonable time.
- Treating the absence as special unpaid leave.

5.4 If we decide to close the workplace in exceptional circumstances, employees will be paid as if they had worked their normal hours.

#### **6. SCHOOL CLOSURES AND OTHER CHILDCARE ISSUES**

6.1 Adverse weather sometimes leads to school or nursery closures or the unavailability of a nanny or childminder.

- 6.2 In cases such as these, where childcare arrangements have been disrupted, employees may have a statutory right to reasonable time off without pay. For further information, see our Time Off for Dependents Policy.