



Adverse Weather policy	
Reference: GN23	Effective date: 1 June 2012
Page no: 1 of 3	Approved: 7 June 2022
Last revision date: 9 May 2022	Revision date: May 24

Introduction

All Windmill Hill City Farm (WHCF), employees have a duty to make every reasonable effort to report for work on time each day that they are contracted to work. However, it is recognised that there may be occasions when weather conditions are so severe that some employees will either be prevented from attending for work, will be late and/or need to leave work early. This policy should be followed in such circumstances and aims to ensure that staff who are unable to attend work, despite their best efforts, are treated fairly and consistently.

This policy should be read in conjunction with GN37 Business Continuity Plan where weather disruption has an impact on critical services.

General Principles

Changeable weather conditions mean it is impossible to provide detailed specific guidelines for every situation. This policy considers the effects adverse weather has on individuals, which means there may be times where adverse weather affects only a proportion of the workforce. Weather that may affect an individual employee's ability to attend work includes storms, high winds and gales; prolonged or heavy snowfall and blizzards; ice and thick frosts; flooding, extremes of temperature; or dense fog.

All employees are expected to anticipate problems arising due to adverse weather conditions and make every reasonable effort to report for work at their usual start time even when their normal transport arrangements have or may be disrupted. This includes making alternative transport arrangements to ensure that they can attend each day.

It is considered appropriate for staff to walk a reasonable distance to their place of work or nearest available public transport where they may not normally do so, giving regard to the nature and distance of the route, prevailing weather conditions, physical fitness and any disabling medical condition. On no account should staff place themselves at risk.

Staff must not anticipate office closures based on third party announcements such as radio or television broadcasts, announcements by other employers, rumours from colleagues or generalised advice from the police to the effect that only essential journeys should be made.

Reporting

If an employee anticipates being late or cannot reach work because of adverse weather conditions they must telephone their manager or other appropriate senior manager at WHCF as soon as possible and before their contracted start time. The employee must explain their situation, providing information where required and will receive instructions on the course of action to be followed in the circumstances.

Text messages or telephone calls from third parties are not considered a suitable contact method. Should an employee's ability to attend work be affected by adverse weather for more than one



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working day they must report to their manager on each working day affected before their contracted start time.

Lateness to work

If an employee anticipates being late due to adverse weather they should, wherever possible, speak directly to their manager, bringing issues relevant to that day's work to their attention. Lateness where an employee has failed to notify their manager will be regarded as unauthorised absence and the employee may be subject to disciplinary action.

In these circumstances employees are not automatically entitled to payment for such absences. WHCF shall however have the discretion to authorise leave with or without pay if they are fully satisfied with the employee's explanation for reporting to work late. In coming to such a decision WHCF will give due regard to:

- the position of other employees residing in the same general area;
- the availability of public transport;
- the distance from home to the usual workplace;
- any advice given by the relevant authorities (eg city council, police)
- the timing of the employee's contact with their manager

Non attendance

Where attendance proves unachievable an employee should speak directly to their manager before the scheduled start time, explaining the situation and bringing issues relevant to that day's work to their attention. Absence where an employee has failed to notify their manager will be regarded as unauthorised absence and the employee may be subject to disciplinary action.

Employees who do not report for duty due to adverse weather conditions are not automatically entitled to payment for such absences. WHCF shall however have the discretion to authorise leave with or without pay if they are fully satisfied with the employee's explanation for non attendance. In coming to such a decision WHCF will give due regard to the matters covered above.

Deterioration of weather whilst at work and closure of workplace

Where weather conditions show signs of worsening, employees may request to leave early or WHCF may have to close the workplace in the interests of staff safety. In doing so, WHCF will give regard to; the actual and forecast weather conditions, availability of public transport, road conditions, up to date police advice, the employee's journey home, as well as any other relevant circumstances.

Should an employee request to leave the workplace early due to worsening weather conditions to allow for their safe journey home they will not be automatically entitled to payment for such absences. WHCF shall however have the discretion to authorise leave with or without pay if they are fully satisfied with the employee's circumstances.



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Should WHCF decide to close for part or all of the working day all employees working that day (being 'affected' employees) will be paid for their normal contracted hours. Employees on flexi-time will be credited in the normal way.

Working away from the workplace

Employees who normally work in the community or in remote locations should notify their manager of their inability to attend their scheduled place of work or intention to return home as soon as they feel that the weather conditions represent a serious risk to their safety.

Employees in these circumstances will not automatically be entitled to payment for such absences. WHCF shall however have the discretion to authorise leave with or without pay if they are fully satisfied with the employee's explanation.

Care of dependants

Where weather conditions affect the care of an employee's dependant(s), for example the closure of schools or access by carers and if no immediate alternative arrangements can be made, employees must notify WHCF of their non-attendance or request to leave the office early.

Employees in these circumstances will not automatically be entitled to payment for such absences. WHCF shall however have the discretion to authorise leave with or without pay if they are fully satisfied with the employee's explanation. Any time off for the emergency care of dependants must be reasonable in the circumstances and is for the emergency care of the dependant only; therefore alternative arrangements for their on-going care must be made at the earliest opportunity.

Avoidance of loss of pay

As stated above it is WHCF policy to authorise leave with or without pay on a discretionary basis. Due to the nature of exercising discretion and its basis on an employee's individual circumstances WHCF anticipates that leave may be granted to some employees and not others. This is viewed as the fairest arrangement in the circumstances and should an employee be unhappy with WHCF's decision they are referred to the Grievance Procedure.

Should WHCF decide not to provide paid leave the employee will be allowed to avoid loss by taking lieu time for the day/s or shift/s lost; or taking annual leave for the day(s) lost. Should the employee have exhausted their annual leave entitlement for the current year, managers have the discretion to agree for annual leave to be taken from the following year's entitlement or working back the lost time.