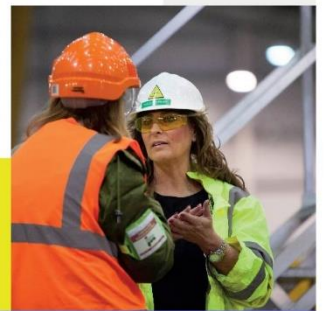


ADVERSE WEATHER & TRAVEL DISRUPTION POLICY



This policy shall apply to all such adverse weather and travel disruption situations which impact on any employee's ability to travel safely to and from work.

1. General Principles

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

- Extreme adverse weather such as heavy snow/floods;
- Industrial action affecting transport networks; or
- Major incidents affecting travel or public safety.

On any such occasions it is recognised that a flexible approach to working arrangements will be necessary to accommodate the difficulties employees face and to protect health and safety, while still keeping the business running as effectively as possible.

2. Travel to Work

Employees should always make a genuine effort to report for work at their normal time. This may include leaving extra time for the journey; taking an alternative route or alternative forms of transport (including walking or cycling) where appropriate and safe.

If an employee is unable to attend work on time or at all, they should telephone their Line Manager before the normal start time (or as soon as practicable) on each affected day.

If an employee is unable to attend work, they 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, they should contact their Line Manager and attend work unless told otherwise.

Employees who do not make reasonable efforts to attend work or fail to contact their Line Manager without good reason may be subject to disciplinary proceedings for misconduct. As such, the Line Manager 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

During times of adverse weather and industrial action it is very rare that warnings will not be communicated in the media. Line Managers should therefore consider the possibility that employees may not be able to report to work the next day and consider requesting that they take work home with them if practical.

Employees may be required to work from home, where possible, or from an alternative place of work if available. Line Manager should advise them

of any such requirement and they will receive their normal pay in these circumstances. Employees may also seek permission to work from home from their Line Manager thus avoiding unnecessary travel to and from work – all such requests are subject to Line Manager discretion.

If employees are able to work, they may be requested to carry out additional or varied duties during such periods to support the on-going effective operations of the organisation across any business area (especially frontline service), in most cases this is as set out in relevant Business Continuity Plans. However, employees will not be required to do anything they cannot do competently or safely.

4. Late Starts and Early Finishes

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

Line Managers have the discretion to allow employees to leave early and should have regard to the needs of the business as a whole and their personal circumstances, employees may be requested to carry out additional or varied duties during such periods to support the on-going effective operations of the organisation across any business area.

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

If employees are absent from work due to extreme weather or other disruptions to travel, they are not generally entitled to be paid for the time lost.

Absence in all other cases can be treated in a variety of ways. Employees should discuss their preference with their Line Manager, who retains overall discretion in the matter.

A number of options are set out below:

- Treating the absence as annual leave. If not, enough annual leave entitlement remains, employees may choose to borrow up to two days from the next leave year;
- Treating the absence as flexi, additional or banked leave;
- Making up the lost hours within a reasonable time;

If, in exceptional circumstances, TfN decides to close employee's normal operational site (workplace) and send them home from work inside core service opening hour (and they are subsequently unable to reasonably work from home or another operational site) they will be paid/credited hours as if they had worked their normal hours for that day.

Corporate Core Service Opening Hours are deemed as the following:

Flexi-time employees: 09:00 to 17:00 (Monday to Thursday)
09:00 to 16:30 (Friday)

All other employees: as per normal contracted hours (i.e. earliest possible start time and latest possible finish time).

6. School Closures and Other Care Issues

Adverse weather sometimes leads to school or nursery closures or the unavailability of a nanny, child-minder or other such carer. In case such as these where childcare arrangements have been disrupted, employees may have a statutory right to reasonable time off without pay. Further information can be obtained from HR & Skills Representative. Line Managers also have the discretion to allow employees to take annual leave or flexi leave in line with the needs of the business.

7. Grievances Related to this Policy

Any queries regarding this policy should be raised in the first instance with employee's Line Manager.

Any employee who is dissatisfied with any decision made in respect of this policy should instigate TfN's Grievance Policy.



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