



GUIDANCE ON EMPLOYEE ATTENDANCE AT WORK DURING PERIODS OF MAJOR TRAVEL DISRUPTION OR SEVERE WEATHER CONDITIONS

1.0 INTRODUCTION AND SCOPE

1.1 The College's expectation is that all employees are required to make every effort to attend work in all circumstances unless they are taking authorised leave. However, the College recognises that employees may face difficulties attending work and returning home during periods of severe weather or when there are major travel disruptions.

1.2 Whilst the College has a duty of care for all employees, it must ensure that disruption caused to its services remain minimal.

1.3 The purpose of this guide is to clarify the expectations on attendance at work where disruption is caused to travel arrangements during periods of severe weather or disruptions to private or public transport or air travel and to define appropriate procedures. This guide applies to all College employees.

1.4 This guide is not intended to deal with any absence other than that outlined in this document. For the procedure in respect of all other absences from work, please refer to the College's Leave and Absence Policy.

2.0 RESPONSIBILITY OF EMPLOYEES

2.1 Employees should make every effort to attend work in all circumstances, taking into account issues relating to travel conditions (which may make it unsafe to attempt to travel).

2.2 Employees are responsible for ensuring all alternative solutions have been explored (including, but not limited to, walking where distance, fitness and personal safety have been taken into account) in the event of attendance at work being affected by major travel disruption or severe weather conditions.

3.0 RESPONSIBILITY OF LINE MANAGERS

3.1 Line managers are responsible for establishing the minimum service level that can be provided and the actions they must take in order to meet the required minimum service level.

3.2 Line managers must take into account the College's duty of care to employees when making arrangements to provide a minimum service level during periods of major travel disruption or severe weather conditions.

3.3 Line managers will need to decide, in consultation with employees whose attendance at work is affected due to major travel disruption or severe weather conditions, which of the options in section 4 is/are most appropriate to be used in these circumstances.

4.0 EMPLOYEES UNABLE TO ATTEND WORK DUE TO MAJOR TRAVEL DISRUPTION OR SEVERE WEATHER CONDITIONS

4.1 Where employee's attendance at work is affected by major travel disruption or severe weather conditions, the following will apply:

4.1.1 Employees will need to inform their line manager of their situation as soon as possible by following the locally agreed departmental absence reporting procedures. This should include information about any urgent work, meetings or lectures which need to be covered or postponed.

4.1.2 Line managers will need to decide, in consultation with the employee, which of the following options is most appropriate (this could be a combination of options):

- Annual Leave

Employees may cover their period of absence from their existing annual leave entitlement. If annual leave entitlement for the current year has been exhausted, up to five days leave may be brought forward from the following year's entitlement at the discretion of the line manager to cover such absences. The line manager is responsible for ensuring such arrangements are properly recorded so that annual leave entitlement is not exceeded for the following year.

- Time in Lieu

Employees may cover their period of absence by taking time in lieu and make up any lost time. The lost time should be made up as soon as is possible and no later than the end of the annual leave year (31 January).

- Authorised Unpaid Leave

With the agreement of their line manager, employees may cover their period of absence by taking authorised unpaid leave. The employees line manager will instruct payroll to make the appropriate deduction from the employees salary.

- Off Campus or Home Working

Where authorised to do so by their line manager and where suitable facilities exist, employees may cover their period of absence by working off campus (i.e. working at one of the other College campuses, if is suitable and safe to travel to, or working from home). If off campus/home working is agreed with the employee, line managers will provide clear expectations on specific work outputs. Employees will be expected to keep in regular contact with their line managers during the period of absence.

5.0 EMPLOYEES ATTENDING WORK LATE AND LEAVING EARLY

5.1 The College recognises that, due to major travel disruption or severe weather conditions, attendance at work may result in longer than normal journeys to and from work for employees. This may mean employees arriving for work later than normal and possibly needing to leave work earlier than normal. If this is the case, the following will apply:

5.1.1 Employees who make every effort to attend work during periods of major travel disruption or severe weather conditions should not be penalised for arriving late at work.

5.1.2 Line managers will need to use their discretion when allowing employees with particularly long or difficult journeys to leave early during periods of major travel disruption or severe weather conditions. Such decisions will be made on a case by case basis, taking into account fairness, equity and the need to maintain a minimum service level.

6.0 EMPLOYEES TRAVELLING ON COLLEGE BUSINESS

6.1 For employees travelling in the UK or overseas on authorised College business whose travel arrangements are disrupted due to major travel disruption (i.e. disruption to air travel) or severe weather conditions, such that they cannot attend work, the following will apply:

6.1.1 Employees will need to inform their line manager of their situation as soon as possible by following the locally agreed departmental absence reporting procedures. This should include information about their likely return date (if known) and if any urgent work, meetings or lectures need to be covered or postponed.

6.1.2 Where the type of work being undertaken and where suitable facilities to undertake it exist, employees should agree with their line manager to work remotely. If this is agreed, line managers will provide clear expectations on specific work outputs for the period concerned. Employees will be expected to keep in regular contact with their line manager during the period of absence.

6.1.3 The College will reimburse reasonable additional accommodation and travel costs incurred by employees, in accordance with the College's Business Travel Policy, only if this is not the responsibility of a third party (i.e. transport provider or tour operator, if applicable). Employees will need to ensure they produce the necessary receipts and confirmation from their travel agencies, if applicable, of the additional cost incurred.

6.2 Subject to affected employees ensuring they have made every effort to return to work, employees will continue to be paid as normal during the period of disruption.

6.3 Employees should also refer to the College's Business Travel Policy in conjunction with this guide.

7.0 COMMUNICATION

7.1 The College will make every effort to ensure employees are informed in the event that major travel disruption is likely to affect large numbers of employees across the College. However, it is also the employee's responsibility to ensure they check for the latest available information, including information relating to travel disruption.

7.2 Employees and line managers should therefore look out for messages sent by email or on the Colleges Intranet/Website concerning aspects of application of this policy and as well as keeping themselves up to date with the latest available travel information. This could include, for example, any decisions to temporarily close one of the College's campuses or to ask employees not to travel if conditions make it unsafe to do so.