

Guidance for Managers and Staff – Staff Attendance at Work during Severe Weather Conditions or Transport Disruptions

1. Introduction

- 1.1 On occasions when there are severe disruptions to transport or severe weather conditions which may impact on transport, the University expects all staff to make reasonable efforts to attend their place of work.
- 1.2 The University also recognises that it has a duty of care to its employees and that staff should not put their safety and wellbeing in jeopardy.
- 1.3 The following guidance is for managers and staff and will only have application in very exceptional circumstances. It applies to all staff who work in a full time, part-time or sessional capacity at the University.
- 1.3 Where employees are unable to attend work because of caring responsibilities, for example childcare arrangements are disrupted because of school closures, unpaid leave or annual leave may be requested. Further information is contained in the Special Leave policy – Emergency time off to [care for dependents](#).

2. Obligations of Staff

- 2.1 Staff should be aware:
 - They are expected to consider alternative modes of transport to enable them to attend work.
 - They should telephone their line manager (or another nominated individual in line with local arrangements) at the earliest opportunity if there are problems with transport or weather conditions that may prevent them attending their normal place of work.
 - Late arrival caused by severe weather/ transport disruption will not normally be penalised by loss of paid hours.
 - They may request, or be requested, to work at an alternative campus that they are able to get to or that is not subject to a closure in adverse weather conditions.

3. Management Discretions

3.1 Where it is not practical to attend work, managers may consider the following options:

- If appropriate, staff may work at home
- Staff may take the time off as annual leave
- Line managers may agree to staff making up time on their return to work (e.g. by working an extra hour over a seven day period, or whatever is agreed)
- Unpaid leave can be agreed
- Managers may agree to staff coming in late after conditions have improved and i) either going home late; ii) making up the time lost later; iii) discount the lost hours.
- Agree paid leave where every effort has been made to attend work but where this has been thwarted (e.g. transport breakdown on route; gridlock; accident etc).
- Managers have discretion to allow staff to leave early (without loss of hours) to ensure journeys home are not rendered more hazardous than they need be.

3.2 Management should contact the People Directorate to discuss issues not addressed in this guidance.

4. Campus closure

4.1 Where extreme conditions occur, or other emergency situations arise, the University may decide to close one or all campuses. Where one or more campuses remain open, staff may be requested to work at an alternative campus where this is possible. Should these situations arise, the University will post the relevant information regarding campus closures or alternative arrangements on its website.

4.2 Where the above option is not possible, staff who are unable to attend work will be paid as normal.