

How to..... .Manage employees during a period of Severe Weather

In the event of severe weather

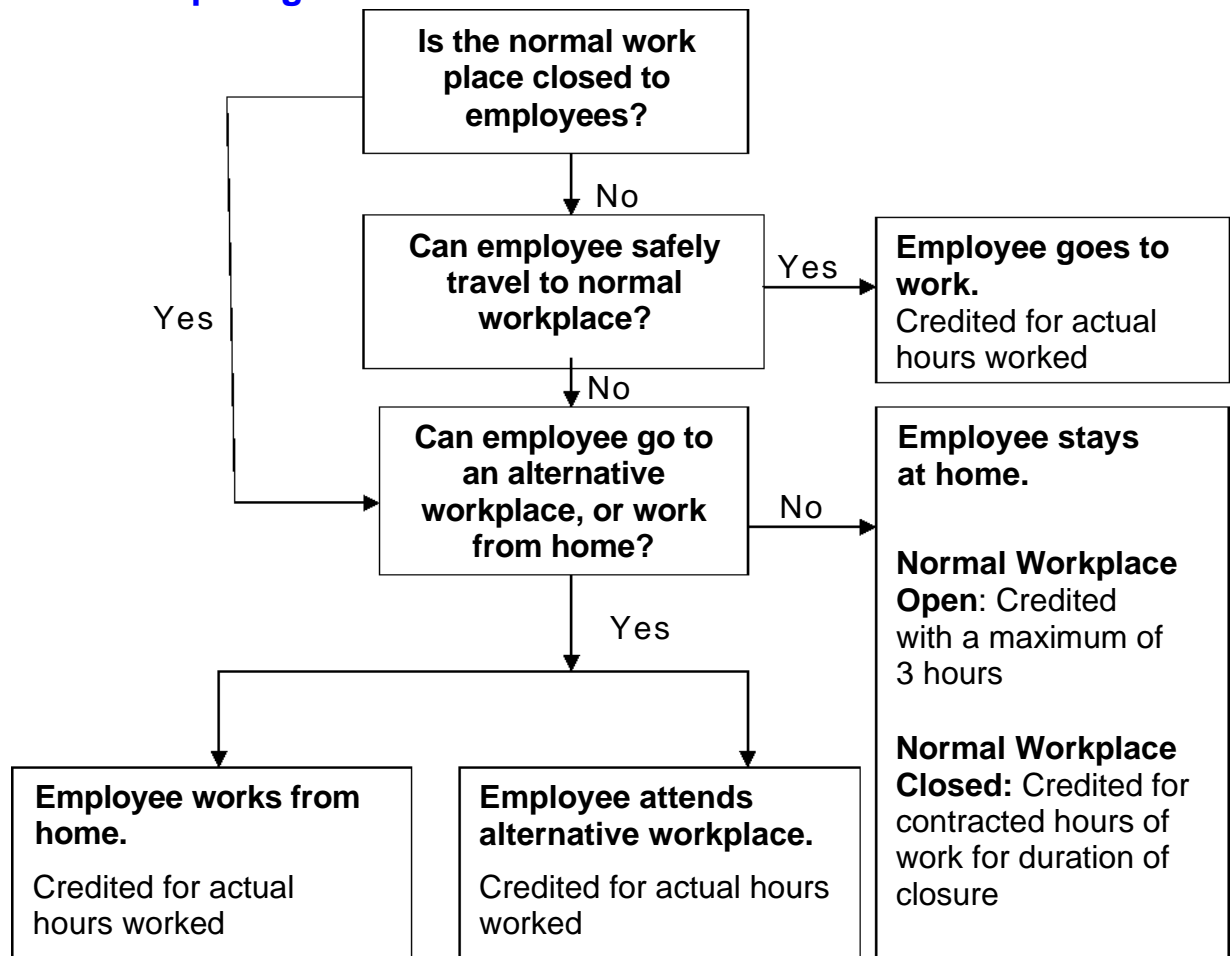
- > Remember the obligation to ensure health, safety and welfare of employees at work
- > Allow employees to take reasonable time off to make arrangements for childcare if schools or nurseries are closed due to severe weather. As soon as an alternative arrangement is in place, the employee is expected to return to work.
- > Strategic Leads should use their discretion and allow affected employees to leave work early and disseminate this information to Line Managers.

Line Managers should decide on a case-by-case basis whether it is appropriate for employees to leave work early, when making this decision they should take into account the employee's circumstances (e.g. distance from his/her home to work, mode of transport) and whether their role can be carried out from home.

To ensure a minimum level of service provision, the Line Manager should give priority to those employees most likely to have difficulty travelling home or who have known carer responsibilities.

- > If a manager is not satisfied that an employee has genuinely been prevented from attending work because of the effects of severe weather, he/she must have a discussion with the employee on their return to work
- > Be aware that employees who are absent from work without authorisation are not entitled to be paid. Unexplained Absence is when an employee fails to report for work and fails to report their absence. This will be considered under the [Achieving and Maintaining Standards Policy](#).
- > Be mindful of the Working Time Regulations which places an average weekly limit of 48 hours. However, normal entitlements to rest breaks and limits on night work do not apply if there is an emergency or risk of an accident. More information can be found on the [Directgov Website](#)

Employees Participating in the Flexi-Scheme



Late Attendance/ Leaving Work Early

If an employee has been prevented from attending work at their normal start time, or is authorised to leave work early, the following will apply:

Scenario 1

If an employee attends work and works more than 3 hours, they will be credited with the actual hours worked. No extra credit therefore no flexi adjustment is required.

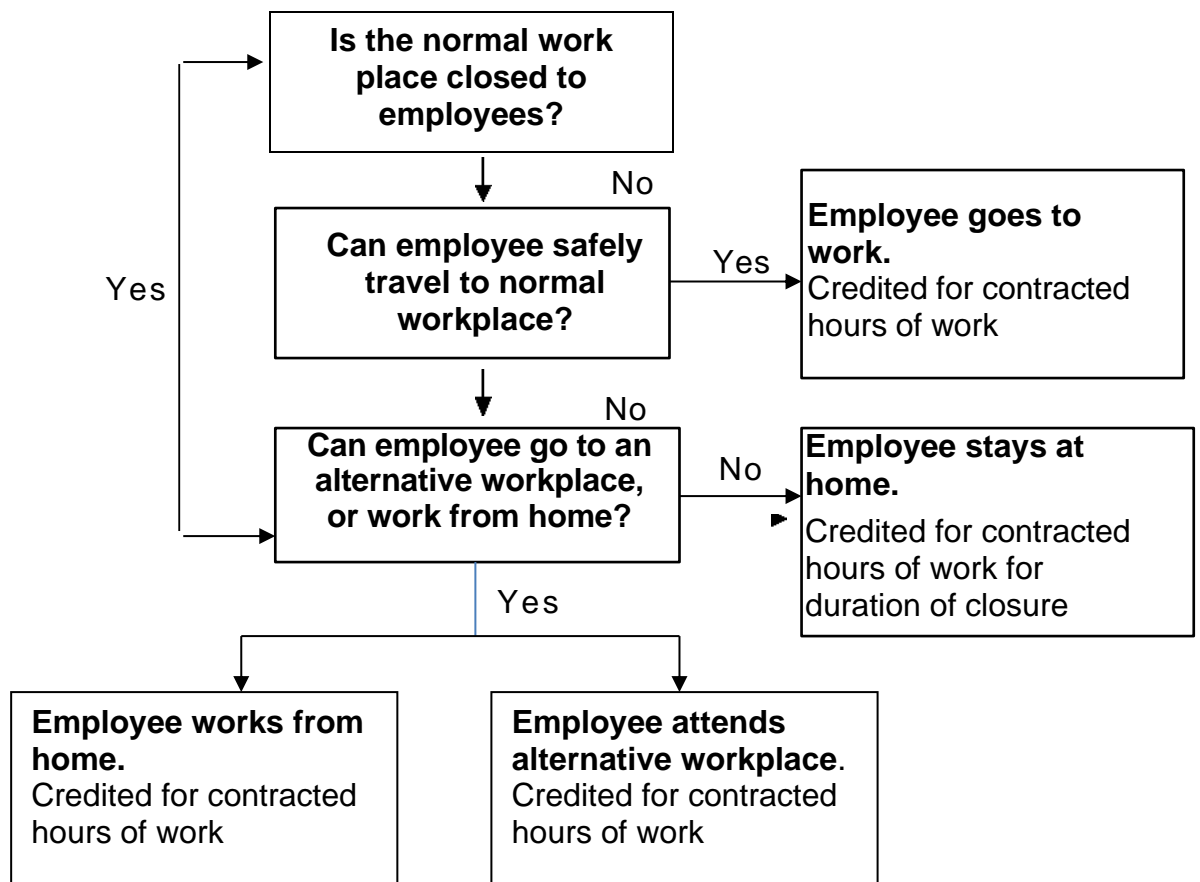
Scenario 2

If an employee attends work and works less than 3 hours, they will be credited with a maximum of 3 hours. The employee will be required to submit a flexi adjustment via Optimum.

Scenario 3

If an employee attends work and is authorised to leave work early and work from home, they will be credited with the actual time worked. The employee will be required to submit a flexi adjustment via Optimum.

Employees Not Participating in the Flexi-Scheme



Late Attendance/ Leaving Work Early

If an employee has been prevented from attending work at their normal start time, or is authorised to leave work early, then the employee will be credited with their normal working hours.