# HR Procedure Bad Weather Guidance

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## Staff who have difficulty attending their place of work due to adverse weather conditions

The following guidance is issued to assist managers and staff during periods of adverse weather. It should be read in conjunction with any advice issued by the relevant authorities e.g. Police or AA and alongside an assessment of any personal risks. The overriding aim is safety in regard to attendance at work or any further travel scheduled during the day.

The council recognises that in cases of extreme weather conditions or other exceptional circumstances outside anyone’s control, employees may have difficulties in getting to work.

In such circumstances the key principle is that employees and line managers should agree what arrangements are reasonable in the circumstances. Employees should make every effort to attend for work and they should ensure that their line manager is kept fully informed of the situation. Where it is agreed with their line manager that they are unable to get into their normal place of work, the following guidelines should be applied:

1. Agree home working arrangements where this is feasible or
2. Agree arrangements for the employee to work from another location if that is feasible or
3. Agree with the employee that available flexi-time credit should be used if applicable or
4. Agree extensions to the debit limits within the flex time scheme or
5. Agree that time off in lieu is appropriate e.g. if they have a bank of lieu time accrued or
6. Agree that the employee should take paid time off their annual leave entitlement e.g. if they have annual leave balance remaining or
7. Agree that the time lost will be made up at a later date or
8. Agree that unpaid time off is appropriate in the circumstances

The above should be applicable to most situations, either singularly or in a combination. However, in exceptional circumstances, if none of the above is appropriate, the line manager can, with approval given by the relevant Assistant Director, agree to sanction additional paid time off. This however should be reviewed on a daily basis.

Managers should not present any one option as compulsory but should take each individual’s needs and circumstances into account. Likewise employees should consider workplace needs and colleagues who have covered for their absence.

If managers have any queries in relation to this guidance they should in the first instance raise them with the HR team by raising a ticket on the [**HR Portal**](https://peoplemanagement.cumbria.gov.uk/helpdesk/WebObjects/Helpdesk.woa/wo/3.7.17.1)**.**

The above guidelines will be reviewed annually.