

Live Active Leisure

SEVERE WEATHER ARRANGEMENTS

INTRODUCTION

This policy outlines arrangements for dealing with situations where, as a result of severe weather conditions, **Our People** are significantly delayed in getting to work, cannot attend work or have to leave work early.

In such circumstances, Live Active Leisure [the Company] will ensure that a fair and reasonable procedure is adopted.

These arrangements apply to all **Our People**.

GENERAL

It is the duty of each employee to attend work and they should make every reasonable attempt to reach their normal place of employment. Employees should not, however, put themselves at risk where severe weather warnings, issued by the police or motoring organisations, have advised against travelling. Local arrangements will be in place for employees with a disability.

Closure of Place of Work

Where a decision is taken by the Company to close a place of work due to adverse weather, affected employees may be required to attend at an alternative place of work or work from home. If neither of these applies, employees will be given the opportunity to;

- Use annual leave
- Reschedule hours in agreement with line manager
- Request unpaid leave

Where it is deemed unreasonable to apply the above the Company may consider full payment of earnings.

Late Attendance

Where an employee has genuinely been prevented from attending work at their normal start time due to severe adverse weather conditions, the following will apply:

- The employee will not be docked wages

Non-Attendance at Work

Employees must inform their Line Manager, as soon as possible, that they will be unable to attend work. Such contact must be maintained each day that the employee is unable to attend work.

If the Line Manager is satisfied that an employee has genuinely been prevented from attending work because of the effects of severe weather, the following will apply:

- Request annual leave
- Reschedule hours in agreement with line manager
- Request unpaid leave

Leaving Work Early

Line Managers should use their discretion and allow affected employees to leave work early. Thereafter, Line Managers may allow affected employees who request to leave work early to do so, taking into account the

weather information, where the employee lives and mode of travel. 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.

- The employee will be paid for their normal contract hours for that day

Employees with Carer / Parental Responsibilities

The Company recognises in its Leave in Special Circumstances Policy, that, on occasions, employees with 'caring' responsibilities may require leave of absence. This may include responding to situations arising from the effects of severe weather, for example, where a school has closed due to severe weather and normal child care arrangements break down, or where care arrangements for dependent relatives are affected by severe weather.

In these situations, the provisions in the Leave in Special Circumstances Policy, will apply and, in all events, the Line Manager and employee should discuss openly and resolve any problems in a mutually acceptable manner.

If the employee has exhausted their entitlement to Leave in Special Circumstances, the following will apply:

- Request annual leave
- Reschedule hours in agreement with their line manager
- Request unpaid leave

Homeworking

At the discretion of the Line Manager and only where appropriate, employees may be allowed to take work home, so long as this is authorised in advance by the Line Manager. For example, if the employee needs to leave work early or where severe weather is likely to last longer than one day.

If the Line Manager has authorised the employee to take work home, the following will apply:

- The employee will be paid for the actual hours worked.

If the hours are less than the contractual requirements the following options will be available:

- Reschedule hours in agreement with their line manager
- A reduction of payment due for hours not worked
- Request annual leave

Reporting to Appropriate Alternative Premises

Where practicable, employees who are unable to attend their normal place of work may be asked by their Line Manager to report to an appropriate and accessible alternative working base. This will be communicated to any employee at the time of notification of their non-attendance at their normal work place.

Essential/Critical Employees

During periods of severe weather, the Line Manager may request that essential employees remain at work in order to ensure continuity of service provision. In the event that, due to severe weather conditions, essential employees are unable to return home, appropriate accommodation expenses, and any other allowances deemed appropriate, will be granted.