

Name	Adverse Weather Policy and Procedure	
Summary	The aim of this policy is to ensure that when employees do face exceptional difficulties as a result of adverse weather conditions that all employees are treated in a fair and consistent manner.	
Associated documents	Health and Safety at Work etc. Act 1974 Equality Act 2010 Freedom of Information (Scotland) Act 2002 Civil Contingencies Act 2005, Parental Leave Policy Special Leave Policy Carers' Policy Disciplinary Policy and Procedure	
Target audience	All staff of the Golden Jubilee Foundation	
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PIN policy		
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Approving committee/group	Senior Management Team Partnership forum	
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Contents Page

Paragraph	Content	Page	
	Policy Statement		
1	Aims	5 5 5	
2	Scope		
3	Principles	5	
4	Lateness	6	
5	Arrangements for staff to leave work early	6	
6	Working in Alternative Roles/Areas of the Hospital/Hotel	7	
7	Employees Who Work Additional Hours	7	
8	Managers Responsibilities	7	
9	Queries and Appeals	7	
10	Review	7	
11	Impact Assessment	7	
	Appendix 1		

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in "thank you" letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Our values state that we will:

- Take responsibility for doing our own job well
- Treat everyone we meet in the course of our work with dignity and respect
- Demonstrate through our actions our commitment to quality
- Communicate effectively, working with others as part of a team
- Display a "can do" attitude at every opportunity.

Our policies are intended to support the delivery of these values which support employee experience.

POLICY STATEMENT

During periods of adverse weather the Golden Jubilee Foundation (GJF) continues to provide a service. Whilst we recognise that some employees may experience difficulty in reporting for work and appreciate the efforts made by employees to do so, it is the responsibility of every employee to make their own arrangements to get to work in the event of adverse weather conditions. The GJF expects that all employees will make every reasonable effort to attend work when their normal transport arrangements have been disrupted due to extreme weather conditions.

1 AIMS

The aim of this policy is to ensure that when employees do face exceptional difficulties as a result of adverse weather conditions that all employees are treated in a fair and consistent manner.

2 SCOPE

The Adverse Weather Policy and Procedure is designed to give guidance and support to managers and employees in the event of adverse weather conditions which cause major disruption to travel services i.e. rail, road or air thus severely affecting the ability of employees to attend work, or where weather conditions deteriorate significantly whilst employees are at work.

Adverse weather conditions usually arise from very heavy snowfalls and drifting snow but may also include exceptionally high winds, volcanic ash or flooding. This policy applies to all employees regardless of grade, hours or length of service.

3 PRINCIPLES

- 3.1 Where staff are prevented from attending due to adverse weather conditions, they must notify their manager/supervisor at the earliest opportunity and before the start of their shift. Their manager/supervisor will confirm that the member of staff can;
 - Reallocate days off
 - Reach agreement to make up the lost time at a mutually agreeable time and date
 - Use annual leave
 - Use unpaid leave
- 3.2 Staff who do not make contact will be registered as absent without authorisation and their pay may be withheld.

- 3.3 If staff can work effectively from home this should be agreed in advance with their manager.
- 3.4 In exceptional circumstances, and where all other possible options have been explored, managers may consider the use of a maximum of 3 days special leave in any rolling 12 month period.
- In the event that employees are not able to leave due to poor weather conditions and are expected to continue working, arrangements will be put in place for these individuals to take extended breaks during the prolonged working period (see paragraph 8).
- 3.6 Staff who fail to follow the reporting procedure or who are considered not to have made every effort to attend work may be subject to disciplinary action in line with the Disciplinary Policy and Procedure.
- 3.7 Further guidance for managers and staff is given in Appendix 1.

4 LATENESS

Where an employee arrives late for work due to travel difficulties caused by adverse weather conditions, or is required to make alternative care arrangements for dependents, the employee will not be penalised but, depending on the demands of the service and according to the manager's assessment at the time, may be expected to pay back lost time unless conditions worsen during the period at work further increasing the travel risk during the homeward journey.

5 EARLY RELEASE OF EMPLOYEES

Where weather conditions show signs of worsening, managers should, before reaching any decision about allowing staff to leave early, consider the wider organisational needs. Clarification should be sought from their manager or, if out of hours, the duty manager about the need to utilise staff in other areas of the hospital prior to taking any decision.

They should obtain the best reports on road conditions etc. then reach a decision, taking into account the employee's journey to and from work and any other relevant circumstances. The employee will not be penalised but, depending on the demands of the service and according to the manager's assessment at the time, may be requested to pay back the time at a later date.

6 WORKING IN ALTERNATIVE ROLES/ AREAS OF THE HOSPITAL/ HOTEL

In some circumstances employees may be deployed to other areas of the hospital/hotel to assist subject to a reasonable assessment of the competencies required.

7 EMPLOYEES WHO WORK ADDITIONAL HOURS

Managers should assess the situation and decide if it is possible to operate with fewer employees before asking those employees present to remain at work. If an employee agrees to undertake extra hours, over and above the number of hours of their original shift, these should normally be paid back as time to be taken at an agreed future date.

8 MANAGERS RESPONSIBILITIES

- 9.1 Treat all staff fairly and consistently
- 9.2 Ensure that adequate communication takes place with their staff where these circumstances arise.
- 9.3 Give consideration to the Health and Safety of staff, particularly where special conditions apply such as disability or pregnancy.
- 9.4 Support staff who work long hours to maintain services.

9 QUERIES AND APPEALS

- 8.1 If a manager or employee has any queries regarding this policy they should contact the Human Resources Team.
- 8.2 If an employee believes that they have been unfairly treated under the terms of the policy, they have recourse through their Manager, staff side representative and the HR team and may ultimately use the GJF Dealing with Employee Concerns policy.

10 Review

This policy will be reviewed in Partnership on a three yearly basis.

11 Impact Assessment

This policy has been assessed for relevance and screened for equality impact assessment. Supporting documentation available on request.

Guidance for Managers and staff

In order to ensure fair treatment of staff affected by adverse weather the following guidance should be used when considering the appropriate leave.

The line manager must meet with the individual on their return to work to discuss the particular circumstances that stopped them attending work. The manager should bear in mind the following principles when deciding whether or not leave, and if so which kind of leave, should be granted based on the individual circumstances of the member of staff.

The range of leave that can be granted depending on the circumstances is:

- Alter working hours i.e. work a different shift
- Reach agreement to make up the lost time at a mutually agreeable time and date
- Annual leave
- Unpaid leave
- Carer's leave or Parental leave may also be considered
- Special leave (after considering the points below) may be considered

Points to consider

Transport

- Could the individual have walked to their place of work or to alternative appropriate NHS premises? (Take physical ability to do so into account)
- 2. When an alternative workplace is discussed, is it more readily accessible e.g. taking walking route into consideration? It may be closer, but is the route safe?
- 3. Were the buses still on the road?
- 4. Could the individual have walked to a main bus route?
- 5. Were the normal bus routes operating?
- 6. If they weren't, when did they start up again?
- 7. Could the individual have come into work later?
- 8. Did the individual consider getting a taxi?
- 9. If trains are cancelled, could the individual have stayed locally?
- 10. Did the rail company put on buses between stations?
- 11. Did the individual make sensible decisions around travelling across the country e.g. in the snow did the individual still choose to go Christmas shopping in another town/city and was then unable to attend work the next day?

12. Could the individual have altered working hours in order to share transport with another member of staff or find an alternative transport?

Annual Leave

If the service is not a priority service for provision of frontline care, it would be appropriate to approve annual leave at short notice, unless staff are required in an emergency situation to carry out alternative tasks to maintain basic services.

Annual leave can be used by staff rather than unpaid leave.

Special Leave

Where all of the other options have been considered, up to a maximum of 3 shifts can be granted as special leave if the manager is satisfied with the responses to the questions above together with any other relevant questions. This special leave can only be applied once during a 12 month period.

Unpaid Leave

If an individual does not wish to take or does not have any leave to take in the current annual leave year, unpaid leave will be authorised.

School Closures

In the event that there are school closures as a result of the severe weather in order to allow staff to make alternative care arrangements, Carers Leave or Parental Leave may be granted.

Likewise, in the event that Social Work Services are not being delivered leaving elderly relatives vulnerable, Carer's leave may be granted to allow alternative care arrangements to be put in place.

Parental Leave

If the closure of schools/nurseries is longer than one day and for this extended period, individuals cannot put alternative arrangements into place to care for nursery children and school children under the age of 14 or 18 in the case of a child with complex needs, annual leave should be considered in the first instance. However if the individual has already exhausted their entitlement to annual leave, as an alternative to authorised unpaid leave, managers may consider granting retrospectively Parental leave, if the individual's entitlement has not already been exhausted.