

## MANAGEMENT GUIDELINES

### TRAVEL / ATTENDANCE AT WORK DUE TO ADVERSE WEATHER CONDITIONS / TRAVEL DISRUPTION / SCHOOL CLOSURES ETC

This guidance is intended to enable managers to apply a consistent approach regarding the requirement for staff to attend work at the University when normal travel arrangements / attendance at work may be disrupted.

1. The University recognises its duty of care towards its staff and will take into account advice from the Police and other statutory agencies about travel conditions.
2. Staff are expected to make every reasonable effort to attend work on days they are normally required to work. If conditions arise which make travel or attendance at work difficult, unsafe or impractical, delays or absence for attendance at work should be notified to the relevant Head of Department in the same way as for other absences. **Staff may not assume that because conditions are adverse that they are not required to attend.**
3. If staff are unable to attend for work when they are normally required to work then, as a general principle, the hours of work lost should be worked at a later date or the time should be taken as annual leave. Making up time may be achieved in a flexible way at the discretion of local managers, giving recognition particularly, as appropriate, to where staff regularly work additional hours beyond their contractual requirement.
4. Where travel arrangements are disrupted and / or travel to the normal place of work is unsafe / impractical, the manager must discuss with the employee as promptly as possible what arrangements will apply (see 3 above). Flexible arrangements may be considered, for example:
  - i) putting in place arrangements for staff to work from home
  - ii) working from an alternate campus which is more accessible, if this is practical.
  - iii) car sharing or other joint travelling arrangements
  - iv) allowing reasonable paid time off to make alternative arrangements for the care of dependents so that an individual can then attend work

With regard to working flexibly, the option of using the University's Virtual Private Network (VPN) service to enable home working should be considered and encouraged in advance of any disruptions.

5. A member of staff's duties on a particular day may be partly or entirely located at one or more venue(s) other than University campuses. Such locations include the venue(s) at which students undertake work-based placements. Members of staff are responsible for ascertaining whether or not such venues are open to visitors on a particular day, and whether or not journeys to them from home, University campuses or from each other are safe. The University's expectation is that a member of staff who can travel to work at one or more such venue(s) will do so to carry out their normal duties even if their campus base is closed. In the event that

one or more such venue(s) is not accessible to the member of staff who had planned to work there, but it is possible for him or her to travel to a University campus to work, he/she should consult his/her line manager to determine whether or not this is necessary, or whether it is appropriate to work from home for the day.

6. Where a member of staff considers they are unable to attend the University, they must contact their line manager as early as possible in the day, in the same way as with other absences (e.g. sickness). In the event that the manager is unavailable then a message should be left with another responsible person within the Department. Failure to provide proper notification to the University in this will require further explanation and in extreme cases, if no adequate explanation is provided, may be treated as unauthorised absence.
7. Where staff have communicated in the appropriate way and made every effort to attend then arrangements will be made with the line manager for the lost hours to be made up as appropriate.
8. Where a member of staff has attended the University but owing to deterioration in the weather, a decision is taken to send staff home early or to close a campus, these hours will not normally be required to be made up.
9. To assist with communications, managers should agree and maintain with their team(s) appropriate arrangements for communication that may include use of mobile telephone numbers, as emergency contact details.
10. Staff should be advised to monitor the University's web site and their e-mails as appropriate for updated information.
11. These guidelines are intended to assist managers and staff in striking a fair balance between the expectations of the University as employer and the safety and welfare of its staff. The guidelines are not intended to be prescriptive but should serve as a reference point for managers in making balanced and rational decisions in a manner that is reasonably consistent across Departments.

Human Resources  
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