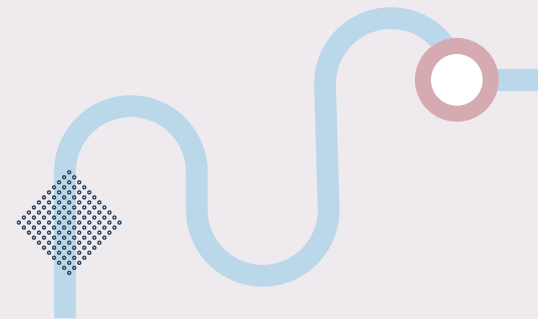


# Adverse Weather Policy



Centre Name	
Centre address	

Policy Name	Adverse Weather Policy
Policy Number	
Date Created	
Effective Date Adopted by the Board	
Version Number	
Date of Last Version	
Administrator Responsible	
Administrator Contact Information	

## POLICY HISTORY

Version Number	Approved by	Revision Date	Author

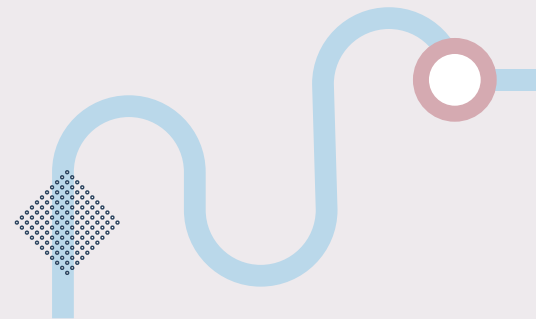
## DOCUMENT CONTROL

Document Ref		Title	Adverse Weather Policy
Version & Date		Author	
Directorate:		Approved by Management	
Reviewed		Change History	

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# Adverse Weather Policy



Enter Centre Name Here

## Absence Policy Due to Adverse Weather, Transport Strikes or Other Unusual Circumstances

### PURPOSE

This policy details the organisation's policy and procedure for the reporting and management of absences in relation to adverse weather conditions, transport strike, emergency, or other unusual circumstances.

### SCOPE

This policy applies to all employees of the organisation.

This policy applies where employees are unable to attend for work due to adverse weather conditions, disruptions, or transportation issues outside their control, and have been left with no reasonable means of transportation to the workplace. Employees are expected to attempt to use every reasonable means of transport to the workplace, including all types of public transport that might be available. This may include having to take extra time for the journey and / or taking an alternative means of transport or route.

### POLICY

From time to time, extreme weather, transport strikes, disruptions and natural disasters may seriously delay or prevent employees from attending work. While the organisation expects employees to make all reasonable efforts to attend, there may be some occasions where this is not possible. These circumstances may also result in employees arriving late to work, needing to leave early, or being required to work from home.

All employees are expected to make every reasonable effort to attend for work at the appointed time. In cases where employees are unable to attend for work due to extreme weather, transport strikes, disruptions, or natural disasters the following procedure will apply.

In the event of a red weather warning, the premises will be closed completely. It will be open for all other colour coded warnings.

#### IF APPLICABLE

The childcare facility will fall in line with guidance from the Department of Education & Skills

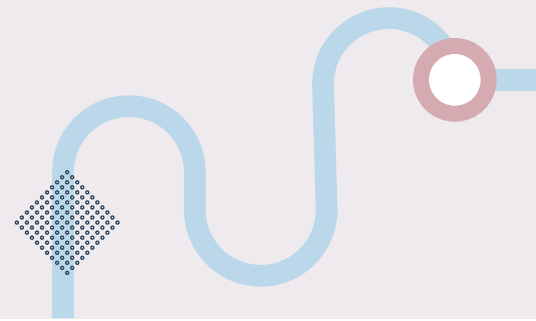
### NOTIFICATION

If employees cannot attend to work due to a reason set out above, they are required to contact their manager by telephone as soon as possible, and no later than 30 minutes after the time when they were normally expected to start work. They should inform their manager of the exact reason that they are unable to travel to the workplace and the expected length of their absence from the workplace.

Employees who are delayed may be expected to make up this time at a later date. However, this will be at the discretion of management depending on the degree of lateness, the severity of the weather conditions / disruptions to public transport, and the employees' personal circumstances.



# Adverse Weather Policy



It is the responsibility of employees to notify their manager of their lateness / absence personally. Notification from a friend, other family member, etc. will only be accepted in exceptional circumstances and messages by text or voicemail are not acceptable.

Where the manager is unavailable, you are required to leave a message with the main point of contact in the centre. Please note: it is a requirement of this policy that if conditions improve sufficiently during the day, employees should report this to their manager and attend work, unless told otherwise.

## EMPLOYEES' OPTIONS

Where the organisation is unable to open the premises at which employees normally work, due to a red weather warning, employees will be paid as normal.

Where the workplace remains open, employees have no automatic entitlement to remain at home on full or reduced pay, even if this is due to extreme weather, travel disruption, or natural disaster. Instead, employees have the following options available to them, once agreed with management:

- Annual leave – if unable to attend work, employees may choose to take this time as annual leave.
- Additional hours – depending on the nature of their job role, it may be possible for employees to make up this time, for example to work an extra hour a day. If employees wish to pursue this as an option, they should first discuss this with their manager.
- Unpaid leave.

Where serious weather conditions are predicted, employees are required to make appropriate arrangements with their manager before leaving the workplace, in the event that they are unable to travel to work and are required to work from home.

If employees have the ability to perform all or part of their duties from home or from another location, they should seek approval to perform these duties offsite. They will be paid for the work performed.

The manager will be responsible for approving any request for employees to leave early as a result of a valid adverse weather or transport disruption, bearing in mind all available information, including where employees live and the manner in which they travel from work to home.

Absences that have not been notified according to the reporting procedures will be treated as unauthorised absences and may result in disciplinary action up to and including dismissal. Such instances will be dealt with under the organisation's disciplinary policy.

## RESPONSIBILITIES

Management will endeavour to ensure that this policy is communicated to all employees. The organisation reserves the right to change this policy at any time.

