

# Pool House C P School



## Arrangements For Bad Weather Policy

It is anticipated that it will normally be clear when the provisions of this Policy should apply - where there is any doubt the Head teacher will decide.

In adverse weather conditions, the *Governors'* objectives will be to:

- a) Maintain the same standard and level of service as far as possible.
- b) Avoid as far as possible any additional costs associated with lost time or the need to provide cover.

The *Governors* recognise that adverse weather conditions will, from time to time, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace in order to help fulfil the objectives stated above. The *Governors* undertake to ensure that no individual or group of employees is treated more favourably than another individual or group.

### **1. Arriving late**

Employees arriving late will not lose pay provided the Head teacher is satisfied that their arrival time is reasonable taking account of:

- a) The distance they live from their workplace.
- b) The prevailing weather conditions.

Employees will be credited with their contractual starting time.

If the Head teacher is not satisfied that arrival time is reasonable, the employee will have the choice of either losing the appropriate amount of pay or of making the time up

## **2. Failure to Attend**

- a) The Head teacher where possible, should have contingency plans in place so that employees who are unable to reach their normal workplace are aware whether they are expected to report to another establishment or to work at home.
- b) Employees who are unable to reach their normal workplace or a prescribed alternative, will not lose pay provided the Head teacher is satisfied that all reasonable efforts have been made. If the Head teacher is not satisfied, the employee will have the choice of:
  - i) Taking unpaid leave
  - ii) Taking annual leave
  - iii) Making the time up
- c) The LEA reserves the right to request medical certificates to be provided where absence due to sickness is claimed during a period of inclement weather.

## **3. Leaving Early**

- a) In adverse weather conditions employees will normally continue working until their normal finishing time.
- b) In particularly severe weather conditions the Head teacher may decide that all employees who are not required in (d) below can leave work from a time which he/she decrees.
- c) Employees allowed to leave early will not lose pay. Employees on standard hours will be credited with their contractual finishing time.
- d) It is accepted by all parties that cover will have to be provided at some establishments and consequently that not all staff may leave early.

## **4. Making Up Time**

Where an employee chooses to make up time lost, the Head teacher should ensure that time is made up as soon as possible and, in any

case, within three months. If an employee still has an outstanding debit of time at the end of the three month period he/she will be required to lose pay or forfeit annual leave in respect of this time. The Head teacher should make the necessary arrangements for lost time to be recorded.

#### **5. LA to Provide Employment**

Where the LA is unable to provide employment, e.g. heating breakdown, closure of an establishment, employees will continue to receive their normal pay for any time lost.

This policy will be reviewed annually.