



# Onchan District Commissioners

## **Attendance at work during Adverse Weather/Road Conditions Policy and Procedure**

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## Attendance at Work during Adverse Weather/Road Conditions Policy

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## Attendance at Work during Adverse Weather/Road Conditions Policy

### Policy Review

#### History:-

Please be aware that a hard copy of this document may not be the latest available version, which is available in the Authority's document management system, and which supersedes all previous versions.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

<b>Effective from:</b>	<b>Replaces:</b>	<b>Originator:</b>	<b>Page X of Y</b>
January 2020	New	Chief Executive/Clerk	1 of 4
<b>Management Team Approval:</b>			
<b>Board Ratification:</b>			6 <sup>th</sup> January 2020

<b>History or Most Recent Policy Changes – MUST BE COMPLETED</b>		
Version:	Date:	Change:

## Attendance at Work during Adverse Weather/Road Conditions Policy

### **1. Scope**

This policy applies to all staff employed by the Authority whether full-time, part-time or limited term.

### **2. Policy**

Onchan District Commissioners ("the Authority") seek to provide a safe and healthy work environment for staff in order to support the highest possible level of attendance at work. As staff absence has a significant effect on the ability of the Authority to provide services and on the workload and morale of other staff, managers have a duty to ensure that absence is kept to a minimum. Even when external factors such as adverse weather/road conditions occur, employees have a duty to make every reasonable effort to attend for work as a condition of their employment, with any failure to do so being treated fairly and consistently across the Authority.

### **3. Purpose**

The purpose of this policy is to provide a procedure for attendance at work in times of adverse weather conditions, whilst making every effort to safeguard the health, safety and welfare of employees.

### **4. Key Principles**

- Employees should understand that they have a clear obligation under their terms of employment to attend for work and that this is not a matter about which they can exercise discretion;
- Whilst the Authority acknowledges that no employee should be required to travel to work by vehicle or on foot when the weather/road conditions are so bad that to do so might place the employee (and, possibly, others) in danger, this does not remove the obligation on all employees to contact their manager or supervisor in accordance with the established procedures for reporting unexpected absences to discuss the situation if they feel they will be unable to attend their normal place of work at their scheduled start time.

### **5. Procedure**

1. In the event that adverse weather conditions affecting travel within the Island occur during normal office hours, the Chief Executive Officer or designated officer will contact the Highway Services (tel. 850000), the Meteorological Office and/or Isle of Man Public Transport (tel. 662525) for guidance and will communicate the same to all managers with advice about whether employees should be permitted to leave work early and, if so, on the timing of their departures.
2. Outside of normal office hours the "on call" officer will be responsible for making appropriate enquiries and acting on the advice obtained.
3. An employee who fails to attend for duty because of adverse weather/road conditions has no entitlement to be paid for the period of absence but each case should be considered on its merits, taking the following factors into account –

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- the reasons given for the late or non-attendance;
- any advice obtained from the Highway Services and/or the Meteorological Office about the road and weather conditions at the time of the absence; and from Isle of Man Public Transport about public transport services;
- the geographical location of the employee's home and the extent to which the employee relies on public transport;
- the efforts, if any, made by the employee concerned to attend for work;
- the general health of the employee;
- whether any other employee living in the same (or similar) vicinity to the absent employee attended for work,

before deciding whether the absence should be treated as special paid or unpaid leave, the former being appropriate where it is clear that the conditions prevented attendance in spite of all reasonable efforts. The decision will be made by the Head of the Section.

4. Non-attendance because of domestic responsibilities, including childcare in the event of school closures should be debited against annual leave entitlement and will not qualify for paid special leave.
5. Where it is decided that an employee's absence is to be treated as unpaid leave, permission may be given for the employee to deduct the leave from their annual leave entitlement or from any authorised accrued TOIL.
6. Failure to attend work without notification will be treated as unauthorised absence and may result in disciplinary action.