



## Document Control

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## **1.0 POLICY:**

Sunbeam House Services recognises the fact that inclement/adverse weather can affect the company's ability to provide services to our service users and employees may be left in a position where they are unable to attend for work due to transport difficulties

It is the organisation's policy to remain open for services during times of inclement weather or similar circumstances, and employees are expected to make every reasonable effort to attend for work. In the event of being unable to attend for work due to circumstances outside of employees' control, the following policy will apply.

## **2.0 SCOPE:**

In order to be included in the scope of this policy, the employee must be unable to attend for work due to transport difficulties outside of his or her control where he or she has been left with no feasible mode of transport to attend for work. The employee must be in a position to evidence that he or she exhausted all reasonable transport options, including any public transport options which may be available at the time.

## **3.0 POLICY**

### **3.1 NOTIFICATION**

If conditions of adverse weather occur, employees should make every effort to notify their reporting Manager by phone as early as possible at the minimum no later than two hours before his or her expected start time to confirm if they are in a position to attend for work or are unable to attend work.

Employees are asked to use common sense and make their best assessment of the safety and practicality of travelling to work.

### **3.2 WORKING FROM HOME**

If the employee is in a position to work from home, he or she may be requested to do so at the organisation's discretion. During such time the employee will be expected to carry out his or her work in the normal manner and be available to answer work-related calls and emails.

If it is foreseen that the employee may not be in a position to attend for work due to weather conditions or similar circumstances, the employee will be expected to make the necessary arrangements in advance which will facilitate him or her working from home. This may include temporary procurement from the organisation of a company laptop/mobile phone etc. For further information on the necessary requirements please contact the HR Department.



**3.3 WHERE SHS SERVICES ARE CLOSED OR EMPLOYEES ARE UNABLE TO LEAVE THEIR HOMES TO GET TO WORK**

If the employee's services is cold or the employee is unable to leave their home as a temporary measure, the following arrangements may apply at the organisation's discretion, depending on the nature of the person's role and service requirements existing at that time.

The employee can take in consultation with their reporting Manager either annual leave or unpaid leave or time in lieu, at his or her discretion.

If feasible, the employee will be paid for the time in question, but will be required to work the time back up at a later date prescribed by the organisation.

**3.4 WHERE DAY SERVICES ARE CLOSED AND WHERE AN EMPLOYEE CAN MAKE IT TO THEIR LOCATION OF WORK.**

Any day service employee who can safely make it into their location of work can be redeployed into a residential location depending on the nature of the person's role and service requirements existing at that time to work their daily hours once the employee's Reporting Manager and the residential Client Services Manager has approved and sanctioned this.

**3.5 ANY EMPLOYEE WHO LIVES NEAR OTHER SHS SERVICES WHO CAN REASONABLY AND SAFELY MAKE IT INTO WORK AT SUCH LOCATIONS**

The employee must contact their reporting Client Service Manager to notify them that they are unable to get to their normal location of work but can make it to another SHS location.

The employee should then contact directly the Client Services Manager of the service nearest to where they reside to inform them of their availability. Depending on the nature of the person's role and service requirements existing at that time the Client Service's Manager can approve redeployment if work is available and make the necessary arrangements.

Employees should not turn up at the alternative premises unless agreed to do so by the relevant Client Services Manager/ Senior Services Manager of that location.

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**3.6 WHERE EMPLOYEES WHO HAVE MADE CONTACT TO ADVISE OF THEIR AVAILABILITY TO WORK ARE NOT CALLED UPON TO BE RE-DEPLOYED.**

The employee will be paid Authorised Absence (AA) at basic hours (no over time will be paid) for their rostered hours on that day on account of having made themselves available for work.

**3.7 EMPLOYEES ARRIVING LATE TO WORK OR FINISHING WORK EARLY**

Employees who make it into work either at their normal place of work or at another location, can be paid authorised absence (AA) if they arrive late to work or finish early from work (within reason) due to the adverse weather conditions.

**3.8 EMPLOYEES IN RESIDENTIAL SERVICES WHO ARE NOT ABLE TO LEAVE THE SERVICE DUE TO POOR WEATHER CONDITIONS AND WHO CONTINUE WORKING**

Employees must ensure that they take breaks during the prolonged working period and should keep a log of rest breaks in this regard. Client Service Managers must ensure adequate compensatory rest following this prolonged period of work i.e. when the prolonged period of work is concluded, the employee should not be rostered for work for a number of days after to facilitate compensatory rest.

**3.9 SHS TRANSPORT**

Bus Drivers will assess and judge the roads relevant to their routes and make a decision with regards to driving in consultation with the HDT Senior Services manager. Drivers will be paid Authorised Absence (AA) at basic hourly rate for their normal rostered working hours. In certain circumstances, drivers can make themselves available to cover in other SHS locations and must contact the relevant their HDT Senior Service Manager and the locations Client Service Manager to advise of their availability. Bus Drivers must follow the approved notification process if a decision to not drive is taken.

**3.10 MISUSE OF POLICY**

Where the organisation believes that an employee is misusing this policy, it reserves the right to carry out an investigation in line with its disciplinary procedures, and subject the employee to disciplinary action up to and including dismissal.

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