

## **Adverse Weather Policy.**

The Council will endeavour to operate every normal working day, regardless of weather conditions, to ensure disruption to its services remains minimal.

Welshpool Town Council recognises that adverse weather conditions may prevent employees from reaching their place of employment.

It is the responsibility of the employee to make every reasonable effort to attend to their duties at their normal place of work, by their contract of employment. This includes adapting their means of travel if necessary or using a combination of travel options, even if this results in arriving late for work.

However, employees should not put themselves at unnecessary risk when attempting to attend work under inclement weather conditions.

It is recognised that there will inevitably be occasions when weather conditions are so severe that some employees in outlying areas will either be prevented from getting to their normal place of work or will be late/or need to leave early. If any employee has made efforts to attend work on time and arrives late, they will not be expected to make the time up

In all circumstances of inability to attend work or late arrival, the employee must report to the Town Clerk at their earliest opportunity, The employee must then notify their line manager on each separate day they are unable to attend work.

Employee requests of alternative working patterns are of the Town Clerk's discretion, some examples include,

- Work from home.
- Make up the time/hours lost.
- Take annual leave.

There are a range of factors which should be considered when deciding how to make up lost time and a consistent and fair approach should be used while accepting that staff should not take unreasonable risks in attempting to get to work in difficult or hazardous conditions.

The line manager or Town Clerk should decide on a case-by-case basis if any staff members should leave early.

These arrangements apply to all employees.

Any alleged abuse of this policy will be subject to investigation following the disciplinary procedure.

**Written January 2024**

**Review date January 2025**