

# south dublin county volunteer centre

## adverse weather policy

### Statement of policy

Recent years have seen some severe weather conditions, which have adversely affected some of our staff's ability to get into work by whatever transport route they use. This Policy has therefore been developed to cover those kinds of situations other than the norm, such as heavy snow falls, flooding, or severe weather warnings, etc. and to ensure so far as possible our staff are treated fairly and consistently.

### Procedures

#### 1.1. Scope of this policy

This Policy applies to all employees of South Dublin County Volunteer Centre.

#### 2.0 Principles

2.1 All employees are expected to make a genuine effort to report for work at the recognised start time, which could entail having to make special arrangements to ensure that they can attend each day. If an employee is late or cannot reach work they must telephone their manager as soon as possible to explain the situation.

#### 3.0 Application

##### 3.1. First day in any unbroken period of bad weather

Where an employee arrives late or leaves early, or is unable to attend work for their contracted hours and the Manager is satisfied with the employee's explanation, the employee will be granted paid leave for this one period work.

##### 3.2 Subsequent days of bad weather

If the employee is still unable to report for work on subsequent days it is at the discretion of the Manager to grant either annual leave, TOIL, unpaid leave or in exceptional circumstances paid leave.

##### 3.3 Debit in Annual /TOIL Leave

Should a staff member have exhausted their annual/ TOIL leave, but wishes to utilise such an entitlement due to adverse weather, he/ she may 'borrow' annual/ TOIL leave from the following period/ years entitlement. Any debit in these entitlements will however be expected to be made up within three months.

##### 3.4 Working from Home

In discussion with the manager, consideration may be given to the employee working from home. This is limited to 2 days in any unbroken period of bad weather. After this Annual Leave/TOIL must be utilised (see 3.2)

##### 4.0 Deterioration of weather whilst at work

Should a staff member request to leave early due to weather becoming worse and their desire to head for Home, before it possibly becomes too bad to travel, the manager would be expected to give this favourable consideration. Any time taken under these circumstances would be expected to be taken as annual/ TOIL or unpaid leave.

##### 5.0 Closure of offices

Should the Manager/Board decide to close the offices, staff will be paid for their normal contracted hours from when staff have been 'sent home'.

##### 6.0 Review

The policy will be reviewed on a regular basis in the light of operating experience and/or changes in legislation.