



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. 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 Orange weather alerts

If there are met eireann **yellow/orange alerts** in place and the offices are open, you are expected in work. If you feel that you can't get to work for any reason, you can do 1 of 3 things (make sure you notify me of the option you wish to take)

1. Take an annual leave day.
2. Take unpaid leave
3. Take TOIL

3.2 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.

3.3 Red weather alerts

If there is a **red alert** in place (i.e. you should stay indoors), the offices will close. However, if you are scheduled to work, you are expected to work from home.

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.

6.0 Review

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