



THE CITY OF ELY COUNCIL'S ADVERSE WEATHER POLICY

INTRODUCTION

Over the past few years, the UK has experienced some severe weather conditions, which have affected some of the Council staff's ability to get into work by whatever transport routes they use. This Policy will therefore cover those kinds of situations other than the normal, eg; heavy snow falls, flooding or severe weather warnings etc and will ensure so far as possible that staff are treated fairly and consistently. This will also address the matter of business continuity in the event of staff being unable to be present in the City HQ or places of work for short or protracted periods.

SCOPE OF THE POLICY

The Policy applies to all employees of the City of Ely Council.

PRINCIPLES

All employees are expected to make a genuine effort to report for work at their recognised start times. If an employee is late or cannot reach work, they must telephone their line manager as soon as possible to explain the situation.

APPLICATION

First Day in any unbroken period of bad weather

When an employee arrives late or leaves early or is unable to attend work for their contracted hours and the Clerk is satisfied with the employee's explanation, the employee will be granted paid leave from their current holiday entitlement, for the period absent from work.

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 Clerk to grant either annual leave, toil, unpaid leave or in exceptional circumstances paid leave.

Debit in annual leave/toil

Should an employee have exhausted their annual leave/accumulated toil but wishes to utilise such an entitlement due to adverse weather, they may 'borrow' annual leave/toil from the following year's entitlement. Any debit in these entitlements will however be expected to be made up within three months.

DETERIORATION OF WEATHER WHILST AT WORK

Should a staff member request to leave early due to deteriorating weather conditions to enable them to return to their home safely, their line manager should give this favourable consideration. Any time taken under these circumstances would be expected to be taken as annual leave/toil or unpaid leave.

CLOSURE OF COUNCIL OFFICES/CEMETERY

If the Chairman, in consultation with the Clerk decide to close any/all Council facilities and sites, staff will be paid for their normal contracted hours from when staff have been 'sent home'.

WORKING FROM HOME

Staff may be able to request to work from home if this is compatible with the role they undertake and can be accommodated with regards to having the necessary equipment and ability to work normally from their home.

CARE OF A DEPENDENT

In the circumstances that schools are closed and if no immediate alternative arrangements can be made for the care of a dependent, then staff will be required to take annual leave/toil to allow them to leave work for this situation.

REVIEW

This Policy will be reviewed on an annual basis.

Reviewed, amended and approved on the 22nd May 2023

Signed

Cllr C Phillips - Chairman of the Council