

CANTERBURY COLLEGE POLICY ON TRAVEL / ATTENDANCE AT WORK DUE TO ADVERSE WEATHER CONDITIONS / TRAVEL DISRUPTION / SCHOOL CLOSURES ETC

This policy is intended to enable managers to apply a consistent approach regarding the requirement for staff to attend work when normal travel arrangements / attendance at work may be disrupted.

The College recognises its duty of care towards its staff and will take into account advice from the Police and other statutory agencies about travel conditions.

1. Staff are expected to make every reasonable effort to attend work on days they are normally required to work. If conditions arise which make travel or attendance at work difficult, unsafe or impractical, delays or absence for attendance at work should be notified to the relevant Employees relevant manager in the same way as for other absences. Staff may not assume that because conditions are adverse that they are not required to attend.
2. If staff are unable to attend for work when they are normally required to work then, as a general principle, The member of staff should agree and confirm the arrangements for working from home with their line manager. If hours of work are lost then these should be worked at a later date, or the time should be taken as annual leave. Making up time may be achieved in a flexible way at the discretion of local managers/Faculty Head
3. Where travel arrangements are disrupted and / or travel to the normal place of work is unsafe / impractical, the manager must discuss with the employee as promptly as possible what arrangements will apply. Flexible arrangements may be considered, for example:
 - i) putting in place arrangements for staff to work from home
 - ii) working from an alternate campus which is more accessible, if this is practical.
 - iii) car sharing or other joint travelling arrangements
 - iv) allowing reasonable paid time off to make alternative arrangements for the care of dependents so that an individual can then attend work
4. Where a member of staff considers they are unable to attend College, they must contact their line manager as early as possible in the day, in the same way as with other absences (e.g. sickness). In the event that the manager is unavailable then a message should be left with another responsible person within the Department. Failure to provide proper notification to the College will require further explanation and in extreme cases, if no adequate explanation is provided, may be treated as unauthorised absence.
5. Where staff have communicated in the appropriate way and made every effort to attend then arrangements will be made with the line manager for the lost hours to be made up as appropriate.
6. Where a member of staff has attended the College but owing to deterioration in the weather, a decision is taken to send staff home early or to close a campus, these hours will not normally be required to be made up.
7. To assist with communications, managers should agree and maintain with their team(s) appropriate arrangements for communication that may include use of mobile telephone numbers, as emergency contact details.
8. Staff should be advised to monitor the College's web site and their e-mails as appropriate for updated information.
9. These guidelines are intended to assist managers and staff in striking a fair balance between the expectations of the College as employer and the safety and welfare of its staff.