



# NEWNHAM COLLEGE

C A M B R I D G E C B 3 9 D F

Name of Policy:	Severe Weather Conditions
Date of Approval	February 2021
Approval Authority	Bursar
Date of next review	3 years following the approval date above
Administrator:	B Gafney; HR Manager

## 1. Purpose and Scope

- 1.1. This policy provides a framework for the College to manage what happens in the event of severe weather for staff in a fair and consistent way.
- 1.2. Staff means anyone directly employed by the College as a member of non-academic staff, including those on fixed term and temporary contracts and casuals on Worker Agreements.
- 1.3. These guidelines are not contractual, and the College may make amendments at any time. Anyone found to be in breach of these guidelines may be liable to disciplinary action under the provisions of the Disciplinary and Dismissal policy.

## 2. Statement

- 2.1. Whilst the College acknowledges that it would not be feasible to apply a rigid ruling to cover all cases of absence from work as a result of severe weather conditions, this policy is that the following procedures and guidelines should apply.

## 3. Procedure

- 3.1. When severe weather conditions occur during the course of the working day, information from the AA, the Police and local radio will be taken, and if felt appropriate, the Bursar or Domestic Bursar will make the decision to allow staff to go home early.
- 3.2. No loss of pay to staff would be involved.
- 3.3. Such a decision will be communicated to staff using the normal channels.
- 3.4. When severe weather conditions prevail at the start of the working day, it is expected that every member of staff will make all reasonable efforts to get to work, including the use of public transport, or walking.

3.5. If however the severity of the weather prevents the member of staff from reaching work, and they take the decision to stay at home or to return home, they must make an effort to speak to their manager as early as possible and no later than the normal start of their working day/shift.

#### **4. Guidance notes**

4.1. A member of staff who does not reach work because of the severity of the weather conditions must agree with their Line Manager (either on that day or later) on the pay arrangement to apply. This may be, for every day absent due to adverse weather conditions, one of the following or a mixture as appropriate:

- a. One day of annual leave;
- b. One day of leave without pay; or
- c. authorisation to work at home (only where appropriate).

4.2. In exceptional circumstances, a Line Manager may make an application to the Bursar for consideration that an individual employee, who has made all reasonable efforts to get to work, should be granted an exceptional day of leave.

4.3. While on College property, and especially during periods of severe weather, members of staff must take every available measure to work safely under the prevailing conditions.