



## **Policy for Adverse Weather Conditions**

BBUFA employees are entitled to be paid wages for the work they have done. If an employee cannot come into work and carry out the work that they are paid to do, then BBUFA as the employer is not obliged to pay the employee.

### **Employees have a duty to report for work at the normal workplace**

Employees must make every possible reasonable effort to attend for work within the bounds of safety.

It is the responsibility of each individual employee to make a judgement, in the particular circumstances of adverse weather, about whether it is safe to travel from their home.

In order to maintain essential services specific measures may need to be taken by management to ensure that certain employees reach their workplace. An employee would be expected to contribute the normal daily cost of home to work travel to the cost of these measures.

### **Employees should make every reasonable effort to attend work**

Employees should report to their designated work place for work. If employees are unable to get to this site due to travel safety concerns, or if this workplace has been closed, employees should report to the nearest open site and report their availability for work.

Where employees are unable to attend work because either;

- they have the prime responsibility for childcare and are unable to attend due to school closures,
- or their childcare or other dependants' arrangements break down due to adverse weather conditions

employees can take Dependent Care Leave which is unpaid.

### **In circumstances where workplaces are closed due to adverse weather**

Where agreed notice of the service closure has been given (minimum 12 hours) **and alternative work is provided** normal pay will be paid.

Where employees reach their designated work place and are either sent home immediately or released early with the consent of their manager normal pay will be paid.