

Polegate Town Council



SEVERE WEATHER POLICY

Policy Number 39		
Issue No.	Date completed	Details of amendments
1	22.05.23	Adopted at Annual Stat meeting
2	20.05.24	Adopted at Annual Stat meeting
3	19.05.25	Adopted at Annual Stat meeting
4	05.05.26	Adopted at Annual Stat meeting

1. Policy Aim

- 1.1 The aim of this policy is to set out the Town Council's approach to dealing with the disruption of severe weather (or other emergency) to travel to and attendance at work.

2. Policy Scope

- 2.1 This policy applies to all employees of the Town Council

3. Policy Principles

- 3.1 In adverse weather conditions the Town Council will have due regard to the health and safety of employees.
- 3.2 In general, employees have an obligation to carry out their normal contractual hours during adverse weather conditions.
- 3.3 The Town Council has a duty to pay a normal day's pay when employees are capable of working and the Town Council prevents them from doing so. For example, the Town Council may close the office or instruct the employees not to travel to work.
- 3.4 An employee's ability to undertake work will depend on their role and their ability to work from alternative locations in an emergency.

4. Responses to Absence and Lateness

- 4.1 Managers and staff should discuss as soon as possible how any absence from the workplace or lateness caused by extreme weather conditions should be treated.
- 4.2 When employees have difficulty in carrying out their work as normal the Town Council will consider the following responses.
- Working from another location – Home working and home-based working may be feasible response for a limited number of staff in the circumstances.
 - Flexible working or leave – Employees who will be absent or delayed or who wish to leave work early because of worsening conditions should agree this with their line manager.
- 4.3 In these circumstances, where an employee attends work, they will receive a normal day's pay regardless of the hours spent working. Where an employee cannot make it to their normal place of work and unable to work from home or another local authority workplace they will need to take the time as annual leave, lieu time make up lost hours or take unpaid leave.

5. Absence due to childcare commitments because of school closures

- 5.1 As a result of school closures some employees may need to take time off to care for their dependent children. Other dependants, older or disabled relative may also need caring for in a severe weather emergency.

Dependency leave is not a right to take extended leave, but only the right to take off what time is reasonable to allow the unforeseen event to be dealt with.

6. Misuse of these arrangements

6.1 If the Council has reason to suspect that an employee is abusing this flexible approach to lateness or absence, a full investigation will be undertaken in line with the disciplinary policy. If such abuse is established, it will be treated as any other form of unauthorised absence.

**Statement prepared for adoption by Polegate Town Council at its meeting on
11.05.26**

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO