**BAD WEATHER – CODE OF PRACTICE**

**Principles of the Code**

In adverse weather conditions, the school’s objectives will be to:

a) Maintain the same standard and level of service as far as possible.

b) Avoid as far as possible any additional costs associated with lost time or the need to provide cover.

The school recognise that adverse weather conditions will, from time to time, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace in order to help fulfil the objectives stated above. The school undertake to ensure that no individual or group of employees is treated more favourably than another individual or group.

**1. Arriving late**

Employees arriving late will not lose pay provided the headteacher is satisfied that their arrival time is reasonable taking account of:

a) The distance they live from their workplace.

b) The prevailing weather conditions.

Employees will be credited with their contractual starting time.

If the headteacher is not satisfied that arrival time is reasonable, the employee will have the choice of either losing the appropriate amount of pay or of making the time up (see 4 below)

**2. Failure to Attend**

a) Employees who are unable to reach their normal workplace or a prescribed alternative will not lose pay provided the headteacher is satisfied that all reasonable efforts have been made. If the headteacher is not satisfied, the employee will have the choice of:

i) Taking unpaid leave

ii) Taking annual leave

iii) Making the time up (see 4 below)

b) The school reserves the right to request medical certificates to be provided where absence due to sickness is claimed during a period of inclement weaker.

**3. Leaving Early**

a) In adverse weather conditions employees will normally continue working until their normal finishing time.

b) In particularly severe weaker conditions the headteacher may decide that all employees who are not teaching can leave work from a time which they decree.

c) Employees allowed to leave early will not lose pay.

**4. Making up Time**

Where an employee chooses to make up time lost, the headteacher should ensure that time is made up as soon as possible and, in any case, within three months. If an employee still has an outstanding debit of time at the end of the three month period they will be required to lose pay or forfeit annual leave in respect of this time. The headteacher should make the necessary arrangements for lost time to be recorded.

**5. Review**

The operation of this Code of Practice will be reviewed as and when necessary.