



**Isle of Man
Government**

Reiltys Ellan Vannin



Policy on Attendance at Work during Adverse Weather/ Road or Travel Conditions

Isle of Man Government Policy

Office of Human Resources, Cabinet Office

Reviewed October 2020

Policy on Attendance at Work during Adverse Weather/ Road or Travel Conditions

1. Introduction

The Isle of Man Government seeks to provide a safe and healthy work environment for its staff in order to support the highest possible level of attendance at work. As staff absence has a significant effect on the ability of Government to provide services and on the workload and morale of other staff, managers have a duty to ensure that absence is kept to a minimum. Even when external factors such as adverse weather/road conditions occur, employees have a duty to make every reasonable effort to attend for work as a condition of their appointment, with any failure to do so being treated fairly and consistently across the Public Service.

2. Scope

This policy applies to all staff employed by the Isle of Man Government¹, whether full-time, part-time or limited term, excluding bank, relief, agency and supply staff (unless they have been offered and accepted a work assignment on the day/s in question). Certain areas may have local arrangements with regard to attendance at work during adverse weather conditions as well as local arrangements in place should staff not be able to return home from their place of work. Staff should be made aware of these additional arrangements on joining the organisation.

In extreme weather conditions the Government Emergency plan may be invoked.

3. Aim

The aim of this policy is to provide a procedure for attendance at work in times of adverse weather conditions, whilst making every effort to safeguard the health, safety and welfare of employees.

4. Principles

- a. Employees should understand that they have a clear obligation under their terms of employment to attend for work and that this is not a matter about which they can exercise discretion;
- b. Employees/staff have a duty to make every effort to attend for work. Government acknowledges that no employee should be required to travel to work by vehicle or on foot when the weather/road conditions are so bad that to do so might place the employee, (and possibly others) in danger. Nonetheless, all employees have an obligation to contact a nominated manager or supervisor in their employing authority in accordance with the established procedures for reporting unexpected absences to discuss the situation if they feel they will be unable to attend their normal place of work at their scheduled start time due to adverse weather, road or travel conditions. Failure to contact the workplace, without reasonable cause, will be treated as an unauthorised absence.
- c. Where possible, if travel to the workplace is not feasible, the employee/ staff member should be encouraged by their line manager to work from home where practical, or from other suitable alternative premises, if facilities exist for them to do so, and provided they can be accessed.

¹ For the purposes of this document "Isle of Man Government" or "Government" is taken to mean all 'designated bodies' as defined within the Financial Regulations.

- d. Staff who fail to attend for duty because of adverse weather/road conditions have no entitlement to be paid for the period of absence.
- e. Where it is not possible for the employee/staff member to work, the absence will be treated either as annual leave, flexi leave, time off in lieu or alternative unpaid special leave as deemed appropriate by management in consultation with the employee.
- f. However, consideration should given, where there are no provisions for flexi time or TOIL, to reaching an agreement to make up the lost time at a mutually agreeable time and date.
- g. Non-attendance because of domestic responsibilities (e.g. school closures resulting in an employee staying at home to care for their child) should be debited against holiday entitlement (or other credits for working hours) and will not qualify for paid special leave.
- h. If the advice from the authorities is against non-essential travel, this will not entitle employees to paid special leave. If the employee/staff member is away from the Island the same procedure will apply. However, staff who are prevented from returning to the Island due to adverse weather whilst on work-related business will not be required to take leave to account for the absence, however they will be required to keep management informed of their location and be prepared to work remotely if possible.
- i. Any appeal against a decision in relation to this section will be by way of the Grievance Procedure laid down in their terms and conditions.

5. Procedure

- a. In the event that adverse weather conditions affecting travel within the Island occur during normal office hours, the Office of Human Resources will contact the [Highway Services](#) (tel. 850000), the [Meteorological Office](#) and/or [Isle of Man Public Transport](#) (tel. 662525) for guidance and will communicate the same to all employing authorities with advice about whether employees should be permitted to leave work early and, if so, on the timing of their departures.²
- b. Employees who are seeking information on whether public transport is affected are reminded that in addition to telephoning they can also access the Department of Infrastructure's Facebook page or Twitter feed for information.
- c. Outside of normal office hours, when the Office of Human Resources is closed, the most senior manager on duty within each employing authority will be responsible for making appropriate enquiries and acting on the advice obtained. Special arrangements should be made by employing authorities to deal with staff working in isolated locations and where staff are needed to provide emergency service.
- d. Managers should make contingency arrangements in the event of adverse weather so that there is minimal disruption to essential services. Where possible, employees should be made aware of contingency arrangements in advance, either by way of clear instruction or training where appropriate.

² Department of Education and Children has separate protocols in respect of schools and teaching staff.

- e. Managers are encouraged to talk to staff so that arrangements can be made in advance of any adverse weather or travel difficulties.
- f. Managers will follow the above procedure to determine how to account for any absence/s and should ensure that staff are treated fairly and consistently when applying the procedure.
- g. Special care should be taken when applying this policy where it is known that an employee has mobility problems or a medical/health condition which may be exacerbated by adverse weather conditions.
- h. In all cases, the decision as to whether it is safe to operate bus services is that of the Transport Services Division.

6. Useful contacts

Isle of Man Highway Services

Department of Infrastructure

Customer Services, Ellerslie Depot, Crosby, Isle of Man, IM4 2HA

Telephone: +44 1624 850000; Emergency number: +44 1624 672000

Email: infrastructure@gov.im

See also Roadwatch for information on current and upcoming road works:

<https://www.gov.im/residents/roadnotifications/>

Isle of Man Public Transport

Bus and Rail, Banks Circus, Douglas, Isle of Man, IM1 5PT

Telephone: +44 1624 662525 (Infoline)

Email: PublicTransport@gov.im

Manx Radio

Meteorological Office

[Weather forecast for the Isle of Man](#), Telephone: +44 1624 685685

Office of Human Resources

Office of Human Resources Business Partners and their teams of Human Resources Advisers provide advice and guidance to Public Service managers and staff with regard to all Human Resource management and members of staff and industrial relations issues.

Contact: Office of Human Resources, Illiam Dhonah House, Circular Road, Douglas IM1 1 AG

Tel: +44(0)1624 685000 email: hr@gov.im Website: www.gov.im/hr

Social Media

- **Department of Infrastructure**
[Isle of Man Department of Infrastructure](#)
[Manx Utilities](#)
- **Department of Home Affairs Constabulary**
[Isle of Man Constabulary Media Page](#)

Isle of Man Constabulary Roads Policing Unit

Isle of Man Fire and Rescue Service

- **Department of Education and Children – School closures**

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**Office of Human Resources
Illiam Dhone House, Circular Road
Douglas, Isle of Man**