

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

## **Frequently Asked Questions**

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### **What do I do if I cannot attend work due to the weather/road or travel conditions?**

You have a duty to make every effort to attend for work, however if you are unable to, or if it is dangerous for you to travel to work, you must contact your line manager or supervisor to discuss the situation. Failure to contact and advise your manager/supervisor of your non-attendance, without reasonable cause will result in your absence being treated as an unauthorised absence.

### **If I cannot attend my normal place of work due to adverse weather/road or travelling conditions, can I work from home/alternate premises?**

If it is possible, practical and safe for you to do so and with agreement from your manager you will be permitted to work from home or an alternate premises.

Further information about homeworking can be found in the Homeworking Guidelines on the Office of Human Resources website, under Homeworking: <https://hr.gov.im/policies-procedures-codes-guidance-and-forms/>.

### **If I cannot attend work due to the weather or travelling conditions, will I be entitled to be paid?**

No. Your absence would be treated as either annual leave, flexi leave or time off in lieu. If you cannot use one of these options your absence can be treated as unpaid special leave if deemed appropriate by management and in consultation with you.

Alternatively, consideration should be given to reaching an agreement with your manager to make up the lost time at a mutually agreeable time.

### **What if I cannot attend work due to school closures or child care issues?**

Absences of this type will be debited against your annual leave or flexi leave entitlement and will not qualify for paid special leave.

### **If the weather or travelling conditions are bad, can I leave work early?**

During office hours decisions on weather employees will be permitted to leave work early and the timing of their departure will be made by the Adverse Weather Group in consultation with the Meteorological Office, Highway Service and Isle of Man Transport and Departments, Boards and Offices will be advised accordingly. At other times the decision will be made by the most senior manager on duty for the employing authority.

You should be aware that your Department may have separate protocols or procedures, for example the Department of Education, Sport and Culture has separate protocols in respect of schools and teaching staff.

**How will I be made aware of adverse weather/travel conditions outside of working hours?**

You will be contacted by your employer to advise of any workplace closures or alternative working arrangements. Information on weather and travel conditions will be advised on Manx Radio but employees can also use social media and the contacts listed in the Policy on Attendance at Work during Adverse Weather/Road or Travel Conditions.