



UNUSUAL ABSENCE POLICY

Disclaimer

This publication is for guidance purposes only. It does not constitute legal or professional advice. No liability is accepted by Leman Solicitors for any action taken or not taken in reliance on the information set out in this publication. Professional or legal advice should be obtained before taking or refraining from any action as a result of the contents of this publication. Any and all information is subject to change.

1. POLICY STATEMENT

- 1.1 The Unusual Absence Policy sets out the Company's procedures for the reporting and management of employee absences in emergency and unusual circumstances in a fair and consistent way.
- 1.2 This policy is designed to address situations such as inclement or serious weather conditions, transport strikes/disruptions and natural disasters which may result in an employee not being able to attend the workplace. Such circumstances may also result in employees arriving late to the workplace, leaving early or being required to work from home. Examples of these circumstances include:
- (a) extreme adverse weather such as heavy snow;
 - (b) industrial action affecting transport networks; or
 - (c) major incidents affecting travel or public safety.
- 1.3 The Company understands that circumstances such as those set out above are outside of employees' control. In general however it is the Company's policy to stay open for business during times of serious weather conditions and employees are expected to make every reasonable effort to attend for work at these times. In cases where any employee is unable to attend for work, the policy and procedure set out below will apply.
- 1.4 This policy does not form part of any employee's contract of employment and it may be amended at any time. The Company may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.

2. WHO IS COVERED BY THE POLICY?

- 2.1 This policy covers all employees at all levels and grades, including senior managers, officers, directors, employees, trainees, home workers, part-time and fixed-term employees **[Include/Exclude as appropriate]**.
- 2.2 The policy applies where an employee is unable to attend for work due to transportation issues outside of their control and have been left with no feasible manners of transportation to the workplace.
- 2.3 Employees are expected to seek to exhaust other methods of transport to the workplace including all types of public transport that may be available. This may include leaving extra time for the journey and/or taking an alternative route.

3. REPORTING PROCEDURE

If you cannot attend the work place due to a reason as set out above, you must contact your manager by telephone as early as possible and no later than 30 minutes after the time when you are normally expected to start work. You should

Disclaimer

This publication is for guidance purposes only. It does not constitute legal or professional advice. No liability is accepted by Lemman Solicitors for any action taken or not taken in reliance on the information set out in this publication. Professional or legal advice should be obtained before taking or refraining from any action as a result of the contents of this publication. Any and all information is subject to change.

inform your manager of the exact reasons that you cannot travel to the workplace and the expected length of your absence from the workplace.

If conditions improve sufficiently during the day, employees should report this to their manager and attend work unless told otherwise.

4. UNAUTHORISED ABSENCE

- 4.1 Cases of unauthorised absence will be dealt with under the Company's Disciplinary Procedure.
- 4.2 Absence that has not been notified according to the above reporting procedure will be treated as unauthorised absence.
- 4.3 If you do not report for work and have not telephoned your manager to explain the reason for your absence, your line manager will try to contact you, by telephone and in writing if necessary. This should not be treated as a substitute for reporting absence.
- 4.4 Employees who do not make reasonable efforts to attend work or who fail to contact their manager without good reason may be subject to disciplinary proceedings for misconduct. The Company will consider all the circumstances including the distance the employee has to travel, local conditions in their area, the status of roads and/or public transport, and the efforts made by other employees in similar circumstances.

5. WORKING FROM HOME ARRANGEMENTS

- 5.1 Employees may be required to work from home, where possible, or from an alternative place of work, if available. Your manager will advise you of any such requirement.
- 5.2 Where serious weather conditions are predicted for the following day employees are expected to make appropriate arrangements with their Manager and IT before leaving the workplace in the event that they cannot travel to work and are required to work from home.

6. PAY

- 6.1 You will not be entitled to be paid for time during which you are unable to attend the workplace due to extreme weather or other travel disruptions and the workplace remains open. In such circumstances the Company may agree one of the following options with you:
 - (a) Take the time/days from your annual leave entitlement;
 - (b) Take the time/days as a period of unpaid leave;
 - (c) The time/days can be worked back.

Disclaimer

This publication is for guidance purposes only. It does not constitute legal or professional advice. No liability is accepted by Lemman Solicitors for any action taken or not taken in reliance on the information set out in this publication. Professional or legal advice should be obtained before taking or refraining from any action as a result of the contents of this publication. Any and all information is subject to change.

The option chosen in each situation is at the discretion of the Company. If an employee has been approved to work from home during such times they will receive their normal pay.

7. LEAVING EARLY

Line managers will be responsible for deciding whether any request to leave early as a result of adverse weather or transport disruption is warranted, bearing in mind all available information including the infrastructure, home address and mode of transport of the employee concerned.

In circumstances where the line manager is satisfied that leaving the workplace early is justified, the loss of time will be managed by giving consideration to use of the appropriate options detailed above.

8. CLOSED WORK PREMISES

In the event that the premises at which you normally attend for work is unable to open due to inclement weather/natural disaster/or some other reason outside of the Company's control, the Company will make every effort to notify you as soon as possible. In all other circumstances you are expected to make every effort to attend the workplace as outlined above.

9. MONITORING AND REVIEW OF THE POLICY

- 9.1 This policy is reviewed **[annually]** by the Company.
- 9.2 The Company will monitor the development and dissemination of good practice to ensure that this policy is achieving its stated objectives.

Disclaimer

This publication is for guidance purposes only. It does not constitute legal or professional advice. No liability is accepted by Lemman Solicitors for any action taken or not taken in reliance on the information set out in this publication. Professional or legal advice should be obtained before taking or refraining from any action as a result of the contents of this publication. Any and all information is subject to change.