

## EMPLOYMENT ARRANGEMENTS FOR EDUCATION SERVICES' SCHOOL STAFF (IN THE EVENT OF INCLEMENT WEATHER) January 2019

The overriding principle is that it is the responsibility of the employee to make every effort to attend for duty at their normal place of work.

Where an employee is absent due to sickness on a day which is known to the Council to be an inclement weather day (school closure, severe weather warnings etc.) then normal [Maximising Attendance Policy](#) procedures must still be followed and Managers should be aware that the Council's sick leave provisions should only be used by employees when they are sick.

### WHERE SCHOOL REMAINS OPEN FOR PUPILS:

#### First day of bad weather

Where a member of staff arrives late or leaves early or is unable to attend work for their contracted hours they should make every effort to report their absence as early as possible. Where the Headteacher/ Line Manager is satisfied with the member of staff's explanation, one of the following options should be agreed:

- report to another school, in the first instance in the same sector, and undertake reasonable duties as required,
- a suitable\* programme of work to be carried out at home,
- flexible working \*\*.

\* recognition must be taken as to the role of the member of staff. For example, non-teaching staff might engage in online training whilst teaching staff might engage in forward planning or assessment activities.

Where none of the above options are possible, the Headteacher/ Line Manager should authorise unpaid leave.

#### Subsequent days of bad weather

If the member of staff is still unable to report for work on subsequent days, the following options will be available:

- continue to report to another school and undertake reasonable duties as required,
- a suitable (see above) programme of work to be carried out at home for up to a maximum of three days in total, subject to review each day,
- flexible working\*\*.

Where none of the above options are possible, the Headteacher/ Line Manager should continue to authorise unpaid leave.

### **Deterioration of weather whilst at work**

Should a staff member request to leave early due to weather becoming worse and their desire to head for home before it possibly becomes too bad to travel, the member of staff would be expected to, in agreement with the Headteacher/ Line Manager, decide on the appropriate action. In such circumstances, a suitable programme of work to be carried out at home should be agreed. If a member of staff requests to leave early to travel during a period of inclement weather that it is anticipated will result in an emergency closure of the school, then they do so at their own risk.

### **WHERE A SCHOOL IS CLOSED TO PUPILS**

A member of staff should attend their normal place of work. If unable to attend, the following options should be agreed with the Headteacher/ Line Manager:

- report to another school and undertake reasonable duties as required,
- a suitable (see above) programme of work to be carried out at home,
- flexible working\*\*.

If the member of staff is unable to report to their normal place of work on subsequent days or to fulfil any of the above options, unpaid leave will apply.

Where a school is completely closed to all, for example when the Police or the Authority deems this to be necessary, then salary payments will be unaffected.

#### **\*\* Flexible Working**

Where it has been agreed by both parties that work will be undertaken within a 4-week timescale to compensate for the absence. It must take the form of agreed work additional to that expected within the normal week (for teachers their 35-Hour Week; for non-teaching staff their contracted hours).

Agreed by the LNCT and non-teaching unions on 6 December 2018.

Updated 22/02/2019