

LEEDS BECKETT UNIVERSITY

# **ADVERSE WEATHER CONDITION GUIDELINES**

[www.leedsbeckett.ac.uk/staff](http://www.leedsbeckett.ac.uk/staff)



# GUIDELINES

## 1. Arrangements that apply when a campus is open

- 1.1 Where a campus is open, employees are expected to make every effort to attend and should not assume that early morning travel disruptions will prevail throughout the day, as difficulties with travel routes and public transport are likely to improve as the day progresses. Employees should, therefore, make continued efforts to attend for work which may mean not relying on their usual travel routes and modes of transport and arriving late.
- 1.2 Employees who are unable to attend for work at their normal starting time because of localised conditions should notify their manager as soon as possible, at least half an hour prior to their usual starting time, to advise their manager of when they might get in.
- 1.3 It is recognised that in exceptional circumstances, due to continued bad weather and transport difficulties or as a result of school closures, employees may be unable to get to work. In these circumstances the absence should be taken as annual leave or where appropriate as flexi time.
- 1.4 Consideration should be given to requests from employees to leave early because they have a long journey, or have to collect children from a school that has closed early. In addition, our University may issue specific advice depending on the conditions on any given day.
- 1.5 Where employees attend at work (including when late) and/or where our University takes a decision to close early on any given day, the day will be treated as a normal working day, including for the purpose of flexi time. As a general rule, employees working fixed hours should have any lost time disregarded. Employees authorised to leave early (see 1.4 above) outside of any decision to close must take as leave, flexitime or make the hours up at another time.
- 1.6 Managers are responsible for ensuring that any annual leave or flexi time is appropriately recorded.

## 2. Campus Closure

- 2.1 The decision about the closure of a campus will be made by the Vice-Chancellor or in his absence, an appropriate senior manager. If a decision is taken to close, during normal working hours, employees will be advised by their manager, by e-mail and as posted on our University's staff website.
- 2.2 Where severe weather or a major emergency requires a decision to be taken outside normal working hours, information about the closure of our University or any of its campuses will be communicated by the placement of a notice on our University's staff

website. Wherever possible, the information will also be made available on local radio stations.