

## **DITSU CLG Adverse Weather Policy**

### **1. Introduction**

DITSU CLG recognise that adverse weather conditions can prevent employees from reaching their place of employment.

DITSU will ensure that the health and safety of its employees is not compromised, by allowing affected employees immediate access to leave entitlement depending on the circumstances. No employee should put themselves at unnecessary or inordinate risk when attempting to attend work.

#### **Objective of the policy**

This policy outlines the policy and procedure in relation to dealing with DITSU staff (full-time, part-time, elected officers) attendance or absence during adverse weather conditions.

### **2. Eligibility**

This policy applies to all staff (full-time, part-time and elected officers) and is designed to promote fairness and consistency in the treatment of staff throughout DITSU when considering attendance at work during adverse weather conditions.

### **3. Procedure**

#### **3.1 DITSU Staff**

With the exception of a status red alert weather warning, as long as the DIT buildings are open and public transport is in operation, it is expected that all DITSU employees will make every reasonable effort to reach their place of employment. However, employees are not expected to, and should not, put themselves at unnecessary or inordinate risk when attempting to attend work.

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

Where a staff member is running late due to adverse weather, they must contact their line manager with an expected time of arrival into work.

Where a staff member cannot attend work due to adverse weather one of the following options should be followed:

#### **1. Annual Leave**

Staff can take a full day's annual leave to cover absence. Each absence will need to be covered by a full day's annual leave. If staff do not have annual leave remaining to

cover their absence they may use leave from the next annual leave year on an exceptional basis.

## **2. Time in Lieu**

Staff can avail of time in Lieu (TIL) to cover of their absences. A whole day (8 hours TIL) is required to cover absence on the above days.

## **3. Unpaid Leave**

Staff may opt to take unpaid leave with the agreement of their line manager. In these circumstances the relevant line manager should contact the HR and Training Executive, who will arrange to have salary deduction.

### **3.2 Working from home**

In certain circumstances, where it is feasible and practical and in the interest of DITSU and where working from home arrangements are in place. Line managers must approve staff to work from home. It is the responsibility of the Line Manager to inform the CEO of such arrangements.

### **3.3 Status Red Weather Warning**

When a status red weather warning is announced it is important that everyone stays informed about expected meteorological conditions and risks and follows instructions and any advice given by the authorities.

On the rare occasion that Met Éireann declares a Status Red Weather Warning, all DITSU offices will close. A notification will be issued by line managers on each of the days the DITSU offices are closed due to adverse weather. All full-time employees will be entitled to paid leave for their normal hours of work for the duration of the closure.

Where a status red weather warning occurs, and a staff member indicates that they still wish to attend work to their location of work, this will not be possible as the health and safety considerations along with DITSU's duty of care as the employer will necessarily take precedence over individual requests.

### **3.4 Weather Deteriorate**

In the event that weather conditions deteriorate during the working day and it appears that staff may have difficulty in travelling home, the CEO will consider if staff should leave work early. Information from the AA, the Gardai, Met Eireann and local radio will be taken into consideration when making such a decision. No loss of pay to staff will be involved.

If weather conditions do not improve resulting in absence of more than one day, staff members should maintain regular contact with their line manager.

### **3.5 Management responsibility**

Whilst it is appreciated that there may be operational and student service considerations in working during periods of adverse weather, line managers are expected to ensure that employees are treated in an equitable and consistent manner and that the safety of employees is not compromised in any way.

It is the responsibility of each line manager to notify their staff if the DIT buildings will open/close due to adverse weather conditions. A notification must be issued on each of the days the DIT buildings are closed due to adverse weather.

### **3.6 Hourly paid staff**

Where hourly paid part-time staff have attended for work and were advised to go home during adverse weather and the buildings closed, those staff will be paid for the work completed.

Time-sheets should be completed and submitted in the normal manner.