

ADVERSE WEATHER/ROAD CONDITIONS
POLICY ON ATTENDANCE AT WORK DURING

The Policy

The Government policy on Employee Attendance at Work stresses that importance is attached to high levels of attendance which contribute to the provision of quality services to the public and high morale among employees. Even when external factors such as adverse weather/road conditions occur, employees have a duty to make every reasonable effort to attend for work as a condition of their appointment, with any failure to do so being treated fairly and consistently across the Public Service.

Implementation

To achieve this:-

- (a) all employees should understand that they have a clear obligation under their terms of employment to attend for work and that this is not a matter about which they can exercise discretion;
- (b) whilst Government acknowledges that no employee should be required to travel to work by vehicle or on foot when the weather/road conditions are so bad that to do so might place the employee (and, possibly, others) in danger, this does not remove the obligation on all employees to contact a nominated manager or supervisor in their employing authority in accordance with the established procedures for reporting unexpected absences to discuss the situation if they feel they will be unable to attend their normal place of work at their scheduled start time.
- (c) in the event that adverse weather conditions affecting travel within the Island occur during normal office hours, the Personnel Office will contact the highway authority, the Meteorological Office and Isle of Man Transport for guidance and will communicate the same to all employing authorities with advice about whether employees should be permitted to leave work early and, if so, on the timing of their departures. Outside of normal office hours, when the Personnel Office is closed, the most senior manager on duty within each employing authority, will be responsible for making appropriate enquiries and acting on the advice obtained. Special arrangements should be made by employing authorities to deal with staff working in isolated locations and where staff are needed to provide emergency service.
- (d) an employee who fails to attend for duty because of adverse weather/road conditions has no entitlement to be paid for the period of absence but each case should be considered on its merits, taking the following factors into account -
 - (i) the reasons given for the late or non-attendance;
 - (ii) any advice obtained by the Personnel Office from the highway authority and/or the Meteorological Office about the road and weather conditions at the time of the absence; and from Isle of Man Transport about public transport services;
 - (iii) the geographical location of the employee's home and the extent to which the employee relies on public transport;
 - (iv) the efforts, if any, made by the employee concerned to attend for work;

- (v) the age and general health of the employee;
- (vi) whether any other employee living in the same (or similar) vicinity to the absent employee attended for work,

before deciding whether the absence should be treated as special paid or unpaid time off, the former being appropriate where it is clear that the conditions prevented attendance in spite of all reasonable efforts and being recorded as a credit against the employee's attendance record (in whatever form held);

- (e) non-attendance because of domestic responsibilities should be debited against holiday entitlement (or other credits for working hours) and will not qualify for paid special leave.
- (f) where it is decided that an employee's absence is to be treated as unpaid permission may be given to enter it as a debit against the attendance record (thus requiring the time to be worked on another occasion) or as a debit against the holiday entitlement for the year, but the employee may use the approved grievance procedures if dissatisfied with any aspect of the decision.