

RESEARCH COUNCIL GUIDANCE ON WORKING ARRANGEMENTS IN THE EVENT OF ADVERSE WEATHER, TRANSPORT DISRUPTION, ETC

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Introduction

This guidance sets out the Research Council approach to unexpected work arrangements due to unavoidable situations such as travel disruption or adverse weather conditions.

The TU Side have been consulted about the contents of this guidance.

This guidance applies to all Research Council employees, except where separate local arrangements exist. This includes those employed on permanent or temporary contracts, visiting workers, students and those workers provided by a third party agency.

The UK Shared Business Services Ltd (SBS) provides HR services across the Research Councils. However some employees are deployed at establishments/facilities/ships that do not access services from SBS. In these cases reference to the SBS or System will not apply and employees should refer to the Research Council HR team for assistance.

1. Principles

- 1.1 Employees are encouraged to make all reasonable efforts to continue to work during these periods of disruption, either by working from home (with whatever forward planning is necessary) or by travelling into work (provided each individual assesses this to be a safe option, taking account of official advice).
- 1.2 For employees who are unable to continue to work either from home or by travelling into work then the Research Council will share the burden of lost time with them.

2. Partial Attendance on site (whether regular place of work or visiting an alternative site)

- 2.1 Employees who:
 - arrive on site late due to an unavoidable disruption, and / or
 - attend site but leave early with the line manager's permission

will be granted paid time off and a flexi-time credit (if applicable) for any journey time that is more than one hour longer than the normal home to work journey time (the journey time has to be one hour longer than normal before the excess time can be claimed). Paid time off for the balance of a normal working day and the flexi-time credit (if applicable) for the balance of normal working hours will be granted to employees who attended site but left early.

- 2.2 Employees who attend site and leave site early under management instruction will be granted paid time off for the balance of a normal working day and the flexi-time credit (if applicable) for the balance of normal working hours.

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3. Non-attendance on site

- 3.1 Employees who attempted to reach their site but were unable to do so will be granted paid time off and the flexi-time credit (if applicable) for any journey time that is more than one hour longer than the normal home-to-work journey time (the journey time has to be one hour longer than normal before the excess time can be claimed). Time spent working from home will be paid and the flexi-time credit (if applicable) will be granted. If the time which an employee spends working from home is less than their normal working hours then this residual time must be covered by either annual leave, flexi-leave, or unpaid leave.
- 3.2 For employees who did not attempt to reach their site then consideration must be given as to whether the employee can work from home. If they can work from home then they should agree this with their line manager. Time spent working will be paid. However, if the time which an employee spends working from home is less than their normal working hours then this residual time must be covered by either annual leave, flexi-leave or unpaid leave.
- 3.3 Employees who can work from home but choose not to do so must cover this time by either annual leave, flexi-leave or unpaid leave.
- 3.4 For employees who cannot work from home because of the type of work they undertake the Research Council will share the burden of the lost time with them. The employee will be required to take half the time as either annual leave, flexi-leave or unpaid leave and the Research Council will grant payment and the flexi-time credit (if appropriate) for the residual time, subject to their line manager agreeing that they could not work from home
- 3.5 Employees who can work from home, even when required to look after child or children due to school closure(s), should agree this with their line manager. Time spent working will be paid but any residual time must be covered by using either annual leave, flexi-leave or unpaid leave.
- 3.6 Employees unable to work from home because they had to look after a child or children due to school closure(s) have the option to take the time as annual leave, flexi leave or unpaid leave. If disruption continues beyond one day, then they are expected to make every effort to make alternative arrangements to enable attendance on site the following day or to work from home (if now made possible). Further advice on working arrangements can be found in the Research Council special leave policy and also sought from the Research Council HR team.

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4. Site Closure

- 4.1 In the event of site closure(s), employees are encouraged to work from home or another site if practicable and safe to do so. All employees will be credited with paid working time/time credit for the period that their site is closed.

5. Line manager approval

- 5.1 Any employees undertaking different working arrangements due to unavoidable disruption should notify their immediate manager (or nominated person) ideally in advance but usually within one hour of their normal start time and thereafter as agreed, to advise on working arrangements and the anticipated duration of these arrangements.
- 5.2 Where special leave, annual leave or unpaid leave is taken to cover absences due to unavoidable disruption, then the necessary record-keeping on Oracle for UKSBS users must be done.

6. Guidance review

- 6.1 This guidance will be regularly reviewed to incorporate any legislation changes. The TU may request that guidance is reviewed.

7. Amendment history

Version	Date	Comments/Changes