

Adverse Weather

Guide for managers and their teams whose travel to work may be affected by adverse weather

This guide sets out the principles and advice to support managers and their teams on getting to work during periods of adverse weather

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Getting help

Contact your manager if you have any queries about this guide.

Managers can obtain advice by calling the HR Contact Centre on 0345 6060603



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Overview

This guide provides advice for employees in Royal Mail Group (except Parcelforce Worldwide) on travelling to work during periods of adverse weather. Royal Mail employees do a great job in maintaining services during challenging conditions but occasionally these are so bad that they cannot get to work or have great difficulty in doing so.

Expectations

It is the responsibility of every employee to make every effort to attend for work within their normal attendance times. Our primary concern is for the safety of our employees. We do not want anyone to put themselves at risk when trying to attend for work.

Any employee who cannot get to their normal workplace because of adverse weather should contact their manager or their office in accordance with local arrangements and keep them advised of any change in their circumstances.

All employees

Where possible, employees unable to get to their normal place of work should report to the nearest Royal Mail site. Where public transport is not available we expect that provided employees are fit and where they consider it is safe to do so, a walk of up to 3 miles (4.8 Km) is reasonable or up to 2 miles (3.2 Km) where their normal duty means that they spend most of their day on their feet.

In certain circumstances and with the agreement of their manager, some employees may work from home. Where that is not possible and employees are unable to attend an alternative work location, they must contact their manager to explain the situation.

On return to work, a meeting will take place with their manager to discuss with them how their absence is to be treated. The employee may be accompanied by a work colleague or union representative at this meeting. Each case will be treated on its merits and in recognition of the difficulties for employees to attend work in adverse circumstances.

The options for treating the absence are:

- **Annual holiday:** Where the full year's entitlement has been taken, holiday may be brought forward from the following year's entitlement. This should be recorded locally, confirmed in writing to the employee and their entitlement adjusted in April
- **Make up time:** Employees may choose to make up time, the timing of this to be arranged with their manager
- As an alternative, employees can - if they prefer - take the time as unpaid 'other time off' (special leave)

School closures

Where an employee has responsibility for the upbringing of a child and has to remain at home unexpectedly due to the closure of a school or nursery due to adverse weather, this should be treated in line with the Royal Mail Group Other Time Off

(Special Leave) Policy. Other emergencies such as carer responsibilities should also be treated in line with this policy.

Late attendance	If adverse weather means employees may be late for work, they should contact their manager to advise them as soon as possible. Where every effort has been made to attend work, lateness caused by adverse weather will be "excused."
Covering work and leaving early	If an employee cannot work safely on their normal duty, they should be asked to cover other work. If an employee chooses to leave early and there is other work available, they should be asked to make up the time. If there is no other work available or the office is closed due to worsening weather conditions, employees may be allowed to go home early and there will be no requirement to make up the time.
Closure of office	Employees unable to attend due to their normal workplace being closed and there is no alternative work will not be required to make up the time.