

Adverse Weather Policy

Avansys LLP recognises that staff may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as heavy snow falls, flooding, or other adverse weather conditions which may result in journeys to work and/or site being extremely hazardous. However, while the company is committed to protecting the health and safety of all its staff, it must ensure that disruption caused to its services remains minimal.

Staff should make every effort to attend work during adverse weather conditions without putting their personal safety at risk. However, if it is unavoidable for staff to be absent from the workplace, with the agreement of their line manager and subject to operational needs, the manager in discussion with the staff member may agree one of the following options:

- Work from home (if practicable).
- Make the lost time up.
- Take annual leave.
- Take unpaid leave.
- Or apply a combination of the above options.

These past years have shown how some people are able to work remotely, however this is not possible for all employees. Your line manager may be able to assist with providing links for online training to be completed and any other work that would be helpful to a project or the team in general. Please be aware this may not always be possible.

Should you be unable to attend work under the circumstances described please telephone your line manager before your normal start time on each affected day. If the weather improves during the course of any day you should report this to your line manager and attend work unless told otherwise. Information may be available from local radio stations, the police, transport providers or the internet.

Adverse weather sometimes leads to school or nursery closures or the unavailability of a nanny or childminder. In cases such as these where childcare arrangements have been disrupted, you may have a statutory right to reasonable time off without pay. Please refer to your staff handbook for our 'Time off for dependents' policy.