



## Policy on Adverse Weather Events

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<b>Purpose</b>	This policy sets out for staff the policy and procedure where adverse weather conditions affect Institute Business.
<b>Commencement Date</b>	September 2019
<b>Date of Next Review</b>	August 2021
<b>Who needs to know about this document</b>	All Staff
<b>Revision History</b>	
<b>Policy Author</b>	Human Resources Department
<b>Policy Owner</b>	HR Manager
<b>Approved</b>	

## Context

There are times when adverse weather, such as storms, heavy snow, etc., can affect Institute business and travel arrangements for staff of the Institute. This policy outlines the policy and procedure in relation to dealing with staff attendance or absence during adverse weather situations.

The Institute takes its guidance from Met Éireann, the Irish weather service, which has developed categorisation of weather events into Status Yellow, Status Orange and Status Red. The Institute takes guidance from the HEA, the Department of Education and Skills and the Government generally in relation to severe weather events. The guidance is also reviewed locally by the Estates and Facilities Office in conjunction with Senior Management of the Institute.

## Extreme Weather Events

### IADT Critical Incidents

In circumstances where Met Éireann declares a Status Red Weather warning which encompasses the IADT campus the following procedures will apply:

- The President will determine the necessity of evoking the Institute's Critical Incident Protocol and the actions to be taken by all managers and staff. This will be communicated to all staff by their manager. It is important in these circumstances that all managers have the personal contact details of all their staff members. Notices will also be published on the Institute's website and Social Media Platforms.
- The President will notify staff through the above necessity or otherwise of closing the Institute and therefore the necessity or otherwise for staff members to take appropriate leave during the closure.

### National Critical Incidents

In circumstances where the Government orders closures of all Institutes of Technology in response to a severe National weather warning, the following protocol will apply:

- Staff Members who were rostered to attend for duty will be paid for the period of the closure.
- Pre-approved annual leave and pre-approved flexi-leave will be restored by the Institute to the relevant employees. No other form of leave is affected by this Protocol.

- The period of the closure will be reckonable for service and superannuation purposes.
- Where an Institute closes for any other reason, whether by instruction or by its own decision, the terms of this protocol do not apply.

## All Other Weather Related Events

In all other weather related events, the Institute will endeavor to remain open and fully operational and all classes would be expected to occur.

## Procedure for accounting for leave

### Professional, Management and Support Staff

As long as the Institute remains open for business, staff members are required and expected to report for work. Where a staff member decides that it is not possible for them to report for work as scheduled, they are required to take annual leave, or flexi leave or take unpaid leave to cover the period of absence. Management approval can be sought in the normal way either through portal or if they are offsite you can call your manager to process your leave through portal in your absence.

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

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<b>Annual Leave</b>	Staff can apply for a full days annual leave to cover absence. This is subject to them having the leave entitlement available to them. Each absence will need to be covered by a full day's annual leave.
<b>Flexi Leave</b>	Staff can avail of avail normal flexi leave to cover one of their absences again a whole day is required to cover absence on the above days. In line with the flexi leave policy staff are permitted to have a deficit of one and half days flexi leave but only on the proviso that they bring their clock into credit by the end of the next flexi period

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### **Un-paid leave**

Where all other options of leave have been exhausted Staff can opt to take unpaid leave. Unpaid leave will only be considered in exceptional circumstances where all other leave options have been exhausted and in these circumstances the relevant Line Manager must discuss with the employee and the HR office. Once agreed the line manager can then contact the Human Resources Department to arrange a salary deduction.

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Please note that no other leave options may be used to account for such absences.

Where the Institute opens late and/or closes early all staff attendance on campus on the day will be awarded a full day on their clock. No adjustment will be made for staff who are availing on that day of approved leave arrangements.

Where staff attends on a half time basis then adjustments will be pro-rata in line with their arrangements on that day.

In certain exceptional circumstances where a verifiable agreements are already in place and where staff have Institute vetted equipment that allows them to perform certain tasks in the home, then managers may approve staff to work from home on such a day. It is the responsibility of the Line Manager to advise HR of those arrangements and HR will update the leave record accordingly.

### **Whole time / Pro-Rata Part-time Academic Staff**

Where Whole time or Pro-rata part time Academic Staff are timetabled on days where the Institute remains open but the adverse weather situations results in their inability to attend then the following applies: The staff member must contact their Head of Department and/or Head of Faculty at the earliest opportunity to arrange the cancellation of their classes and notifications to students and to discuss alternative options around the delivery of their teaching hours.

Where Whole time or Pro-rata part time Academic Staff are timetabled on days where adverse weather situations results in the closure of entire campus and the cancellation of classes then any rescheduling of classes will be timetabled appropriately by the Head of Department/Faculty but no additional payment will be made for the delivery of the teaching hours.

### **Hourly Paid Part Time Academic Staff**

Where Hourly paid part time staff have attended for duty, and were required to go home due to adverse weather which resulted in classes being cancelled and / or the campus being closed, those staff will be paid.

The Head of Faculty/Department will verify attendance.

Claim forms should be completed and submitted for approval in the normal manner.

Where Hourly paid part time staff are given adequate notice of College closure (for example where evening or night time classes are cancelled during the day) it is fair and reasonable that staff should not expect payment for work not carried out in these circumstances.

### **Exceptions**

Where there are exceptional circumstances, not covered in this policy, then the staff member must present their case to their manager. With the written approval of the President, a decision may be made to compensate the staff member appropriately. Any clocking adjustment should be carried out locally.

In light of the approved policy and in the interests of fairness and equity, such exceptional decisions together with the rationale should be communicated in writing by the President to the HR Manager to complete the process.

### **Queries**

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