

Extreme Weather and Transport Disruptions Policy

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1. Introduction

At Strathclyde, we understand that extreme weather or problems with transport can sometimes make it difficult or unsafe to get into work or make it necessary to leave work early.

In this policy you'll find information on what to do if you're struggling to get into work, or feel you need to leave early due to extreme weather or transport disruptions, what pay you'll receive, our expectations of you and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

2. Who is Covered by This Policy?

This policy applies to all employees of the University.

3. Circumstances Covered by This Policy

Normally, the types of situations covered by this policy include:

- Severe snowfall, flooding, winds, and other extreme weather conditions which make travelling hazardous or cause roads or railways to be closed.
- Where the use of transport, either private or public, is severely affected by the weather.
- Where police or other external agencies have advised only to travel in emergency situations.
- Where you have reduced mobility due to a medical condition or disability and travelling to/from work in extreme weather conditions would be particularly difficult for you.
- The availability of public transport is impacted by strike action.

If you're unable to come into work because you need to provide emergency care for a dependant (for example, school closures), then this is covered by our [Emergency Time Off for Dependants Policy](#).

4. Time Off and Pay

We know every situation is different, so we'll always try to be flexible. If you can't get into work, or you're going to be significantly delayed, let your manager know and they'll agree with you how the absence will be treated for payment purposes. They'll consider options such as:

- paid time off, with agreement to make up the time later.
- working from home (where appropriate).
- paid leave.
- unpaid leave.

In considering what option is appropriate, they'll look at things like:

- the severity of the weather conditions for your location.
- how far you live from work.
- what transport options you've got available.
- whether you have a medical condition or disability that makes travelling to work more hazardous.
- the effort you made to try to get in, and
- how much time off has been given to you previously due to extreme weather.

We understand that you'll be concerned about your pay, so, where appropriate, we'll try and agree for you to work from home, to make up the time later, or give you paid leave.

5. University Closure Due to Extreme Weather

In certain extreme situations we may need to close some or all University buildings. If this happens, we'll let you know. This will normally be done via email alerts and the University's social media accounts, or you may be contacted directly by your manager. In emergency situations, we may also contact you via SMS text message (where you have provided a contact mobile number via Pegasus).

If your building is closed and your role allows, you can work from home. If you can't work from home, don't worry, we'll pay you as normal.

6. Planning Ahead

The Met Office issue weather warnings to alert people that there's a high chance of dangerous weather. Weather warnings are given a colour (yellow, amber, or red) depending on a combination of both the impact the weather may have and the likelihood of those impacts occurring.

During autumn and winter, there's a much greater chance of weather warnings being issued, so it's important you keep an eye on these so that you know when extreme weather and travel problems are expected. This will help you be prepared and plan ahead. For example, are there other routes or types of transport you could take, or do you need to allow a bit more time for your journey? If working from home is an option for you, you should think ahead about what you need to take home with you in case you can't make it in the next day.

If you're already in work, please remember to keep an eye on weather warnings and public transport notices as things progress during the day/night. We don't want anyone facing dangerous conditions on the way home or struggling to get home due to train or bus cancellations, so talk to your manager if you feel you may need to leave early. This is particularly important for our staff who work on-campus providing essential University services during adverse weather, such as Security and Grounds staff.

7. Requesting and Recording Time Off

Your safety is our priority, so we never want you to take unnecessary risks, but we do need to keep essential University services running.

We trust that you'll do your best to travel to work and that you'll also consider other options to make your way in. If you're struggling to get into work and think you might be late or not able to get into work at all, please let your manager know. You should do this in the usual way, as soon as possible and keep them updated if things change. If you fail to contact your manager, we may treat your absence as unauthorised which could impact your pay.

8. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact [Human Resources](#).

9. Policy Review

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