

**GUIDELINES FOR
ALL STAFF (INCLUDING MEDICAL STAFF)
ATTENDING WORK DURING ADVERSE WEATHER CONDITIONS**

There may be occasions during adverse weather conditions when it may be difficult for staff to attend their place of work. These guidelines are intended to provide information on the methods of communication, **equity across the UHB** and rules of payment when staff are unable to attend work in the event of adverse weather condition.

The major objective will be to ensure that essential patient services are provided. All staff are therefore expected to make every reasonable attempt to attend work. Directorate Managers/Heads of Department need to be informed of all the facts so that an **equitable** decision can be made by taking into account individual circumstances.

Please see Action Cards 2&3 of the [Severe Adverse Weather Plan : Cold Weather Procedure](#)

It is the duty of every employee to make their own arrangements to facilitate their attendance/ability to undertake their duties. All staff are therefore expected to make every reasonable attempt to attend/remain in work.

Communication

Normal reporting procedures will apply if staff are going to be late, are unable to attend or need to leave work due to adverse weather conditions.

Payment

1. Staff who attend their normal place of work within the UHB will be paid on the basis of a normal day's pay. No additional payment or subsequent time off will be made for attendance.
2. Staff who do not attend work will not be paid for each day they miss. (Please see paragraph 7 and 8 for alternative options to losing pay).
3. Staff who arrive late and/or have to finish early due to extreme weather conditions, will be paid as in paragraph 1. Staff must remain in work for at least half of their shift in order for paragraph 1 to apply.
4. If staff have to leave work early for reasons of safety or home location and they have not worked at least half of their shift, paragraph 1 will not

apply and they will only be paid for the hours worked. (The options in paragraph 7 and 8 should be explored as an alternative to losing pay).

5. Where staff can safely attend and offer their duties to an alternative base nearer their home within the Cardiff and Vale UHB, or work from home, and this has been identified and agreed by the line manager in advance this will be paid on the basis of a normal days pay. No additional payment or subsequent time off will be made for attendance
6. If staff are not required to work within their own department due to closure of that department, they may still be required to work within another department if help is needed due to staff shortages (if appropriate). For safety reasons this must be within the normal site on which they work or if appropriate another site within the Cardiff and Vale UHB. (This should be with prior agreement and in a similar area/specialty to that in which they normally work).
7. As an alternative to losing pay the following options can be exercised after discussion and agreement with Line Manager:
 - a. The lost day(s) may be deemed annual leave days.
 - b. Staff who work a formal flexi-time arrangement may have sufficient credit at the time the day(s) are lost.
 - c. The lost days may be regarded as Time Owing where appropriate.
 - d. If staff do not have enough annual leave from their current year's entitlement they can take unpaid leave, or a maximum of one day annual leave from the following year's entitlement with their manager's authorisation.
8. Special consideration should be given to staff with disabilities or who are pregnant, dependent upon individual circumstances and in line with current legislation.
9. If staff are unable to attend work or have to leave work early due to childcare/carer responsibilities i.e. schools being closed due to adverse weather conditions, this should be dealt with in line with the [NHS Wales Special Leave Policy](#).