**ABSENCE CAUSED BY DISRUPTION TO TRANSPORT OR DUE TO ADVERSE WEATHER CONDITIONS**

Members of staff are expected to make every attempt to get to work as normal. However, from time to time there may be occasions when staff are unable to attend work due to circumstances beyond their control particularly in relation to situations where severe or adverse weather conditions hamper travel or where major disruption is caused to transport facilities by weather conditions or other reasons. Therefore, if members of staff are unable to get to work because of adverse weather they should contact their Head of Department/Line Manager as soon as possible to inform them of their absence.

Unless the weather is unusually severe (for example no public transport available) it is expected that the University will remain open for business as normal and departments should be staffed during normal business hours.

However, where staff are unable to report to work because of disruption to transport or due to adverse weather conditions the following will apply:

****Absence (INDENT)****If members of staff wish to leave work early because of concerns about getting home safely or collecting children from school, they should discuss this in the first instance with their line manager; it is expected that such requests will be treated sympathetically on the understanding that members of staff are expected to make up the time at a later date. Alternatively, if a member of staff cannot get into work then consideration will be given for use of dependents leave.

Staff will be expected to take annual leave to cover the period of absence. In circumstances where a member of staff has used all of their leave entitlement then the balance may be taken from leave entitlement for the following year or agreement can be made to take the period as unpaid leave.

****Staff on business (INDENT)****Where staff are on University business and are unable to return to work the period of absence shall be treated as paid leave.  Staff should also be provided with access to advice issued by the Finance Directorate regarding insurance arrangements and reclaiming additional costs incurred.