



#### **4.0 EMPLOYEES UNABLE TO ATTEND WORK DUE TO MAJOR TRAVEL DISRUPTION OR SEVERE WEATHER CONDITIONS**

4.1 Where employee's attendance at work is affected by major travel disruption or severe weather conditions, the following will apply:

4.1.1 Employees will need to inform their line manager of their situation as soon as possible by following the locally agreed departmental absence reporting procedures. This should include information about any urgent work, meetings or lectures

5.1.2 Line managers will need to use their discretion when allowing employees with particularly long or difficult journeys to leave early during periods of major travel disruption or severe weather conditions. Such decisions will be made on a case by case basis, taking into account fairness, equity and the need to maintain a minimum service level.

## **6.0 EMPLOYEES TRAVELLING ON COLLEGE BUSINESS**

6.1 For employees travelling in the UK or overseas on authorised College business whose travel arrangements are disrupted due to major travel disruption (i.e. disruption to air travel) or severe weather conditions, such that they cannot attend work, the following will apply:

6.1.1 Employees will need to inform their line manager of their situation as soon as possible by following the locally agreed departmental absence reporting procedures. This should include information about their likely return date (if known) and if any urgent work, iaOut 2k86.9 F(l)9(s po)5 6504 T4i