

POLICY AND PROCEDURE



Solihull
Life
Opportunities

St Andrew's Centre
Pike Drive
Chelmsley Wood
Birmingham
B37 7US

Charity No. 1102297
England Company No.
5025939

Adverse Weather

Category:

Service Users
Staff and volunteers

Introduction

It is expected that all staff will make reasonable attempts to attend their place of work during inclement weather. When weather conditions are hazardous the Chief Executive Officer will determine whether it is necessary to close the office.

Policy & Procedures

If a decision is made to close the office prior to staff leaving home The Chief Executive Officer will inform The Children's Manager and the Adults Team. **Staff should assume the office is open unless told otherwise**, but if in any doubt, or concerned about their journey, they should contact their direct line manager.

For those staff who are unable to attend the office, time may be claimed for any work completed at home, the remainder of hours would need to be made up or taken as time off in lieu. For those who attend the office and incur more than 30 minutes **additional** travel time a credit will be allowed for the additional travel time taken to arrive in recognition of the effort made.

Individual Project Managers have responsibility for deciding whether projects should run and may seek advice from their line manager if in doubt. Where sessional workers are unable to work their designated hours due to circumstances beyond theirs, or the organisations, control they have the choice of carrying out alternative work at a mutually convenient time, or not being paid for that session.

Policy Name: Adverse Weather Policy

Organisation: Solihull Life Opportunities

Date policy issued: February 2010 Approved by: SoLO Board of Directors Date: 17.3.10

Amended Approved by: SoLO Board of Directors Date:

Next Review Date: March 2012

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If a session is cancelled by SoLO due to adverse weather every attempt should be made to run another session in recompense at later date. If for any reason this is not possible and a member has paid in advance for the activity the cost should be reimbursed.

Right of Appeal

Solihull Life Opportunities has a formal grievance policy which should be followed if a member of staff disagrees with any decision made relating to the Adverse Weather policy.

Linked with: Cancellation Policy
Complaints Procedures

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