



**Bournemouth
University**

Guidance on Employee Absence due to Extreme Weather Conditions

1.	This document sets out arrangements which may need to be made in the event of extreme weather conditions which impact or may impact on the university's operations and activities on and off-campus. Extreme weather conditions (temperature, wet, drought, wind and fog) can impact on activities at any time of the year, including the summer. It aims to provide a consistent approach to managing staff absence during extreme weather conditions.
2.	Any decision to close part or all of the university campus is made by the Chief Operating Officer (or another member of the University Executive Team in their absence) in conjunction with the Director of Estates (or Head of Facilities Management in their absence), based on advice received from the Dorset Local Resilience Forum and local conditions.
3.	If a decision is made to close part or all of the university campus, this will be communicated to staff and students as soon as possible, using the most appropriate communications channels (e.g. email, intranet and social media) and by 7.30am wherever possible. A recorded telephone message may also be made available via 01202 966966. If in doubt staff should always check before they travel to campus. It may become necessary to make decisions during the day, such as closing the campus early, if conditions deteriorate or following police advice.
4.	If the campus or part of the campus is closed, this means that all facilities on that campus or part of campus are closed; buildings will be locked and no access will be authorised. If it is safe to do so, BU will endeavour to allow entry to the Open Access Centres in Poole House and Studland House; this will be confirmed in the communications messages.
5.	There is a contractual obligation for staff to attend work; if the University is open for business as usual and staff are unable to attend work due to severe weather conditions or public service cancellations, this may be considered to be a reasonable reason for absence (taking in to consideration the distance and the routes to the workplace, the time of day and any other relevant circumstances applicable to the member of staff), but would generally be treated as unpaid leave.
6.	<p>If the campus is open as usual, all staff should attempt to get to work providing that it is safe to do so. If any staff members are unable to get to work because of severe weather conditions or public transport disruption, they should inform their line manager as soon as possible. In such cases, or if the campus is closed, the following alternative arrangements may be considered and agreed between staff and their managers instead of taking unpaid leave:</p> <ul style="list-style-type: none">• Working from home (where possible and appropriate)• Taking lieu days• Making up the hours over a period of time where the operational requirements of the role allow for this option and where the hours to be recovered are

	<p>reasonable and can be taken within a reasonable time frame</p> <ul style="list-style-type: none"> • Taking annual leave. <p>Managers can be flexible about how this is applied and arrangements could include a combination of the above.</p>
7.	Members of staff on part time hourly paid contracts who are unable to attend work when scheduled due to severe weather conditions will be expected to re-arrange their work to an acceptable alternative date. In the event of the University being closed preventing the staff member from carrying out their normal working arrangements payment for the hours due will be paid.
8.	Emergency carers' leave will apply if non-attendance is due to closure of schools or if other childcare arrangements have broken down. (Please click here for the Family & Domestic Emergency Policy).
9.	If a member of staff is on annual leave or sick leave on days when the campus is closed because of severe weather, this will be treated as being on annual leave/sick leave.
10.	Line managers who believe that individual members of staff have been absent from work without good reason should discuss this with the relevant HR Adviser.
11.	Arrangements for rescheduling activities, including exams and assignments, are detailed in the Guidance for students in case of Extreme Weather (add link)
12.	The BU Comms Team is responsible for communicating details of closures and alternative arrangements to all students and staff via email, intranet, social media and other appropriate channels, answering queries. Faculty staff are responsible for communicating specific details regarding coursework, exams and timetables to students. HSS staff are responsible for communicating with staff and students based on the Yeovil campus. Heads of professional services are responsible for sharing any relevant details via the Comms Team.
13.	In case of emergency on campus, please call 01202 962222 (or 222 from an internal phone).