ADVERSE WEATHER POLICY

**INTRODUCTION**

Following recent “Red Weather Alert” weather events, the company realises there are occasions when the safety of employees is put at risk by opening the business.

**SCOPE**

This policy relates to all employees of COMPANY

**DETAILS**

If a Red Weather alert is implemented by the relevant authorities the company may make the decision that it is unsafe to open the business. If this occurs the following options are available to employees:

* Where remote working is available, employees will be provided with the required level of access to operate at a reduced output.
* Where remote working is not available, employees will be required to advise their manager of their choice to avail of one the following:
  + Annual Leave
  + Unpaid Leave
* If the company is required to stay closed for an extended period – more than X days, there will be a third option where employees can request to be placed on Lay-Off.
* In the event that the employee wishes to use Annual leave but does not have sufficient balance the company is will to review the matter on a case by case basis. This option is only open to employees that have completed their probationary period of employment.

For further information please contact your Line Manager