

## Rotherham Primary Care Trust

### Guidelines for Attendance At Work During Disruption To Normal Travel Arrangements

## **Attendance At Work During Disruption To Normal Travel Arrangements**

### **1. Introduction**

It is the responsibility of each member of staff to make arrangements to travel to and from work and to attend for duty as required by the working arrangements of the particular department.

However the PCT recognises that travel arrangements for staff can be disrupted, for example, by severe adverse weather conditions, industrial action by the public transport services or untoward occurrences and emergencies.

### **2. Disruption to normal working hours**

Where a member of staff can demonstrate to their manager that they have made all reasonable efforts to overcome the problems caused to attend for duty at the normal starting time, and to remain on duty until the normal finishing time, the manager has discretion to compensate for any time lost because of the member of staff starting work after the normal starting time or being allowed to finish work before the normal finishing time.

The manager concerned must assess each individual case on its merits and where s/he is convinced that the member of staff involved has genuinely made all reasonable attempts to attend for work at normal times they may, depending upon the circumstances, allow payment for the whole or proportion of the lost time, adjust the normal working pattern/start/finish time to accommodate the difficulties being experienced by the member of staff.

### **3. Unable To Attend Work**

Where a member of staff does not attend for duty at all the manager must record the absence accurately. It is recommended that discussion take place with the member of staff and that the time lost then be designated as

- Annual Leave;
- Be counted against any lieu time owing where the lieu time can be justified and verified;
- For those members of staff on flexi-time counted as 'flexi leave' in accordance with the rules for flexible working hours within that particular department;
- An acceptable/agreed arrangement to work the time back;

- Alternative working arrangements, e.g. working from home, where this is possible/applicable to the work in question and in accordance with the PCT's flexible working arrangements.

or;

- As absence without pay.

Managers should ensure when making judgments about the application of this guidance that they take individual circumstances into account and use their discretion, for example, where a staff member has not attended work at all on a particular day. If they are satisfied that they have made significant efforts to attend work then any lost time due to this may be covered. They may, for example, only ask the person to cover 1/2 day with annual leave, lieu time etc if they spent 2-3 hours investigating the various options for getting to work but were unable to make it. If alternative working arrangements were made on the days affected, e.g. working from home, the time would be covered under the PCT's flexible working arrangements.

#### **4. Additional Working Hours due to Extreme Circumstances**

When a member of staff undertakes additional hours in crisis situations the following guidelines can be used for lieu time or overtime payments.

To minimise costs to the service time off in lieu should be agreed where additional hours have been worked as a result of the emergency situation. Where this is not possible and the working of additional hours is agreed the following will apply:

##### **Up to and including Band 7**

Any member of staff up to and including Band 7 who has worked additional hours during the crisis may be paid at plain time rates for additional hours or overtime rates if the whole time equivalent hours for that post are exceeded.

##### **Band 8 and above**

Senior staff in pay bands 8 or 9 are not entitled to overtime payment so any additional hours would be paid at plain time rates. However, for work completed as a result of being called out, overtime rates will be applicable. Payment should be arranged through a separate timesheet specifying the additional hours and times worked signed by the line manager and countersigned by the appropriate director/associate director.

#### **5. Other Types Of Special Leave**

The PCT has a Special Leave Policy to deal with other types of urgent/emergency situations faced by employees. Examples are detailed below; however please refer to the PCT's Special Leave Policy for full details:

## **Carer Leave**

This may be used to enable an employee who has caring responsibilities to cope with a situation, e.g. closure of a school, emergency situation for a dependant relative, that is considered to be out of the ordinary and requires their immediate attention. This includes relationships where the employee is the primary carer for the individual or where the individual relies upon the employee for assistance at a particular time.

## **Crisis Leave**

This may be used to enable an employee cope with a situation that is considered to be extraordinary to them. This would include situations where the individual has suffered a loss that is personal, financial or practical including when the employee suffers a major personal loss i.e. through fire or flood.

The special leave policy confirms that the PCT will grant up to 3 days paid leave as necessary. Any additional leave will be granted at the managers discretion and may be paid or unpaid. The Special Leave policy is available on the HR policies PCT page on the intranet.