

LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

POLICY ON TRAVEL DISRUPTION

1. INTRODUCTION

1.1 The School recognises that staff may from time to time have difficulty attending work during periods of severe weather, or when there are disruptions to public transport or air travel.

1.2 Whilst the School is committed to protecting the health and safety of all its employees, it must ensure that disruption to the services it provides is minimised.

1.3 The purpose of this policy is to set out the arrangements for treatment of staff who cannot attend work during periods of severe weather conditions or disruptions to public transport and/or air travel. It also sets out the responsibilities of employees on attendance in these circumstances.

2. SCOPE

2.1 The policy is intended to apply to a broad range of disruption, including severe weather such as heavy snow, disruption to public transport due to a variety of reasons including industrial action and special events such as the 2012 Olympics, and disruption to air travel for reasons such as industrial action and other factors, such as the volcanic ash cloud in 2010.

2.2 However, it is recognised that the policy cannot anticipate or address every potential event that might have a widespread impact on the ability of staff to attend or remain at work.

2.3 The policy is not intended to deal with sickness absence or carer responsibilities, which fall under the School's Policy and Procedure on Sickness Absence Management, and Carer Leave Policy and Procedure Document respectively.

3. RESPONSIBILITY OF EMPLOYEES

3.1 In the event of travel disruption, staff should make every effort to attend work as normal. However, they should not put themselves at unnecessary or inordinate risk in trying to do so.

4. ABSENCES

4.1

- i. Staff who find themselves in such a situation should inform their line manager/Faculty Office as soon as possible, either by telephone or email. This should include information about the likely return date (if known) and any urgent work, meetings or classes that need to be covered or postponed while they are away.
- ii. Staff should agree with their line manager, Head of Department or Head of Faculty (or equivalent) (hereafter collectively called the line manager) one or a combination of the following options:

- Temporary Flexible Working Arrangements

Temporary flexible working arrangements may be adopted by staff during times of

be to help accommodate increased journey times to and from work. If any time is lost as a result of using temporary flexible working arrangements it should be made up as soon as possible and before the end of the School leave year.

- Home and/or Remote Working

Where authorised to do so by the line manager, and where suitable facilities are available

5. SEVERE CONDITIONS OR DISRUPTIONS OCCURRING DURING THE COURSE OF THE WORKING DAY

5.1 Line managers should normally decide on a case-by-case basis whether it is appropriate for staff to leave work early. In taking the decision, they should take appropriate account of the individual's circumstances (eg distance to travel, mode of transport), issues of health and safety and business needs.

6. CLOSURE OF THE SCHOOL

6.1 In extreme circumstances the Director,

7.4 Such staff will be able to claim reasonable expenses associated with their late departure, in the first instance from the airline or, where this has not proved possible, from the . This would cover reasonable expenditure on accommodation and/or alternative means of travel. Further information is available from the Finance Office.

7.5 Staff affected will not be expected to take the period of delay as annual leave, and will