

Guidance note for managers

Employees affected by travel disruptions caused by snow TfL Corporate, Surface Transport & London Rail

Travel disruptions caused by adverse weather conditions, such as snow, can make commuting to normal places of work difficult or even impossible.

This guide has been produced ensure that as far as reasonably possible, a consistent approach is adopted across TfL.

1. Staff should make every effort to attend work without causing risk or injury to themselves.
2. Where travel to their normal place of work is not possible:
Operational staff - report to their closest depot and inform both their normal Manager and the Duty Manager on site so they can be given productive work to do. In some cases more detailed guidance may be developed to reflect local needs, in which case please contact your Head of Department or HR Business Partner.
Non-operational staff - may work from home or at another location, but this should be agreed in advance, where possible.
3. Where staff are working from home or at another location, managers must satisfy themselves that meaningful work has been undertaken, otherwise consider whether the employee can make up a reasonable amount of hours or take a day's annual leave.
4. Family Leave - employees who are unable to get to work due to an emergency involving a dependent, such as school closure, are entitled to a reasonable amount of paid time off work to deal with that emergency.
For further information on family leave see the TfL Work Life Balance Policy.
5. If staff are unable to get to work, and the manager has taken into account the specific circumstances of the employee, they may choose to take annual leave as opposed to unpaid leave. Managers should be flexible in granting annual leave retrospectively.
6. Managers should be flexible and consider allowing alternative working hours e.g. if employees wish to leave early to avoid getting stranded on their way home.
7. Lateness as result of travel disruptions caused by snow should be disregarded and not count towards a trigger of absence.

Managers are encouraged to ensure a common sense approach is applied and appropriate steps are taken according to each individual circumstance.

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