**TRAVEL DISRUPTION POLICY**

**PURPOSE**

[EMPLOYER'S NAME] understands that adverse weather or disruptions to travel can make it difficult for employees to get to work. In these cases, [EMPLOYER'S NAME] takes a flexible approach to working arrangements to ensure employees' health and safety while meeting business needs.

The purpose of this policy is to outline how we handle working arrangements when it is unsafe or impossible for employees to travel to work due to:

* Severe weather conditions, such as heavy snow.
* Transportation disruptions caused by industrial action.
* Major incidents impacting travel or public safety.

In such cases, [EMPLOYER'S NAME] recognizes the need for flexibility in its approach to working arrangements to accommodate employees’ challenges and to maintain a safe working environment, while continuing to operate effectively.

[This policy has been [agreed OR implemented following consultation] with [NAME OF TRADE UNION, WORKS COUNCIL OR STAFF ASSOCIATION].]

This policy is not part of any employment contract or service agreement, and [EMPLOYER'S NAME] may update or change it at any time. This policy complies with all applicable Maine state laws.

**APPLICABILITY**

This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers, and interns at [EMPLOYER'S NAME].

**POLICY MANAGEMENT**

[EMPLOYER'S NAME] has overall responsibility for the effective operation of this policy. [EMPLOYER'S NAME] has delegated responsibility for overseeing its implementation to [the Head of the HR Department OR [POSITION]]. Suggestions for changes to this policy should be reported to [the Head of the HR Department OR [POSITION]].

Any questions about the day-to-day application of this policy should be referred to [your line manager OR the HR Department] in the first instance.

**TRAVELLING TO WORK**

Employees should make reasonable efforts to arrive at work on time. This may involve allowing extra time for travel or using an alternative route. Walking or cycling should be considered where it is safe and appropriate.

If an employee cannot arrive on time or at all, they should contact [their line manager OR the HR Department] before their usual start time each day they are affected.

Employees who cannot attend work should keep checking the situation throughout the day in case conditions improve. Information may be available from local radio, the police, transport providers, or online sources. If conditions improve, employees should notify [their line manager OR the HR Department] and return to work unless told otherwise.

Employees who do not make reasonable efforts to attend work or fail to contact [their line manager OR the HR Department] without a valid reason may face disciplinary action. All circumstances will be considered, including travel distance, local conditions, road status, public transport availability, and the efforts made by other employees in similar situations.

**ADJUSTMENTS TO WORK LOCATION AND TASKS**

Employees may be asked to work from home or another location if possible. [Line managers OR the HR Department] will notify employees if this is necessary. Employees will continue to receive their regular pay.

If employees are able to work, they may be asked to take on additional or different tasks during this time. However, employees should not be asked to perform tasks they cannot do competently or safely.

**FLEXIBLE TIMING ADJUSTMENTS**

Employees arriving late or requesting to leave early will typically need to make up for the lost time. However, [line managers OR the HR Department] may waive this requirement for minor delays or if it is clear that the employee made a sincere effort to arrive on time.

[Line managers OR the HR Department] may also permit employees to leave early, taking into account both business needs and the employee's personal situation.

If an employee misses half or more of their usual working hours, this will be treated as an absence and managed as outlined in the sections below.

**MANAGING ABSENCE AND PAY**

Employees who cannot attend work due to extreme weather or travel disruptions will not typically receive pay for the time missed.

[However, as a goodwill gesture, up to three days of absence due to disruption in any annual leave year may be treated as special paid leave. Eligibility for this leave depends on [line managers OR the HR Department] being satisfied that the employee made genuine efforts to attend work and could not reasonably be expected to do so or work from home.]

In other cases, employees can discuss how to handle their absence with their [line manager OR the HR Department], who will make the final decision. Possible options include:

* Taking the absence as annual leave. [If the employee has insufficient annual leave remaining, they may borrow up to two days from the next leave year.]
* [Recording the absence as flexitime or time off in lieu.]
* Making up the lost hours at a later date.
* Treating the absence as unpaid leave.

If the workplace is closed due to exceptional circumstances, employees will be paid as if they had worked their normal hours.

**DISRUPTED CHILDCARE ARRANGEMENTS**

Adverse weather can result in school or nursery closures or the unavailability of usual childcare providers. In such cases, employees may have a statutory right to reasonable unpaid time off to address these issues.

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received and reviewed a copy of [EMPLOYER'S NAME]’s [NAME OF POLICY]. I understand that it is my responsibility to familiarize myself with the policy and adhere to its terms.

I also acknowledge that this policy is not intended to create an employment contract or alter my at-will employment status, unless otherwise specified in a written agreement signed by an authorized representative of [EMPLOYER'S NAME]. Any delay or failure by [EMPLOYER'S NAME] to enforce the provisions of this policy does not constitute a waiver of its rights to enforce them in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date