



Adverse Weather & Force Majeure Situations

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ADVERSE WEATHER & FORCE MAJEURE SITUATIONS

1. INTRODUCTION

1.1. There are times when adverse weather, such as heavy snow, or other Force Majeure situations can affect Institute business and travel arrangements of the staff of the Institute.

2. OBJECTIVE OF POLICY

2.1. This policy outlines the policy and procedure in relation to dealing with staff attendance or absence during adverse weather or other Force Majeure situations.

3. ELIGIBILITY

3.1. The policy applies to all staff of the Institute.

4. PROCEDURE

4.1. Professional, Management and Support Staff

As long as the Institute remains open for business, staff are required either to report for work, take annual leave, or flexi leave or take unpaid leave with the agreement of their manager

Where a staff member cannot attend work due to the adverse weather or other Force Majeure situation one of the following options should be followed:

1. Annual Leave	Staff can take a full days annual leave to cover absence. Each absence will need to be covered by a full day's annual leave. (If staff do not have annual leave remaining or sufficient annual leave remaining to cover their absence they may use leave from the next calendar year on an exceptional basis).
2. Flexi Leave	Staff can avail of their normal flexi leave to cover one of their absences again a whole day is required to cover absence on the above days.
3. Extra days flexi leave this period	Staff will be allowed to take an extra flexi day and have a deficit of 6.30hrs only for this flexi period, they must bring their clock back into credit within the next flexi period.
4. Un-paid leave	Staff can opt to take unpaid leave with the agreement of their manager and in these circumstances the relevant Line Manager should contact the Human Resources Department and arrange to have a salary deduction.

In certain circumstances (i.e. where it is feasible and practical and in the interest of the Institute, and where working from home arrangements are in place) managers may approve staff to work from home. It is the

responsibility of the Line Manager to advise HR of those arrangements and HR will update the leave record accordingly.

Note: HR are currently considering issues regarding working from home and are reviewing the experiences and outcomes of working from home arrangements currently in place and in consultation with managers are developing a set of working principles governing working from home arrangements which will be available in 2011.

Where the Institute opens late and/or closes early all staff in attendance on the day will be awarded a full day (basic hours) on their clock.

Where staff attends for either a half day in the morning or a half day in the afternoon then the clock adjustment will be in consideration of the half day entitlement to time on the clock only.

4.2 Academic Staff

4.2.1 Wholetime / Pro-Rata Part-time

Where Whole time or Pro-rata part time Academic Staff are timetabled on days where adverse weather or other Force Majeure situations results in their inability to attend then the following applies. The staff member must contact their Head of Department and/or Head of School to discuss alternative options around the delivery of their teaching hours.

Where Whole time or Pro-rata part time Academic Staff are timetabled on days where adverse weather or other Force Majeure situations results in the closure of buildings and the cancellation of classes then any rescheduling of classes will be timetabled appropriately but no additional payment will be made for the delivery of the teaching hours.

4.2.2 Hourly Paid Part Time Staff

Where Hourly paid part time staff have attended for duty, are advised not to report for duty or go where they attended for duty and were advised to go home during adverse weather or other force majeure situation resulting in classes being cancelled and / or the buildings closed, those staff will be paid.

The Head of School and or Head of Department or other College Manager and College Director will verify attendance.

Claim forms should be completed and submitted in the normal manner.

Where Hourly paid part time staff are given adequate notice of College closure (for example where evening or night time classes are cancelled during the day) it is fair and reasonable that staff should not expect payment for work not carried out in these circumstances.

5. EXCEPTIONS

5.1. In situations where the Government orders closures of all Institutes of Technology in response to a severe National weather warning, the following protocol will apply:

- Staff Members who were rostered to attend for duty will be paid for the period of the closure.
- The period of the closure will be reckonable for service and superannuation purposes.

- Pre-approved annual leave and pre-approved flexi-leave will be restored by the Institute to the relevant employees. No other form of leave is affected by this Protocol.
- Where an Institute closes for any other reason, whether by instruction or by its own decision, the terms of this protocol do not apply.

Where there are exceptional circumstances, not covered in this policy, then the staff member must present their case to their manager. With the written approval of the relevant Director/President, a decision may be made to compensate the staff member appropriately. Any clocking adjustment should be carried out locally.

In light of the approved policy and in the interests of fairness and equity, such exceptional decisions together with the rationale should be communicated in writing by the relevant Director/President to the Head of HR or Resourcing Manager to complete the process.

6. QUERIES

Contact: Staff Officer, Academic/Professional, Management and Support Staff Resourcing & Benefits Section, Human Resources Department

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