



UNIVERSITY OF  
LINCOLN

# Adverse Weather Conditions Policy

Version / October 2022

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## 1. Purpose

The aim of this policy is to outline a fair and consistent practice in the event that adverse weather impacts upon University attendance where required.

For colleagues who can fulfil their duties working remotely, under the guiding hybrid working principles, then home working should be the default option where adverse weather makes campus attendance of individual concern or where the travel presents challenge and/or risk. This should be discussed and communicated with local line management as required.

Where due to the nature of the work it is not possible to carry out duties remotely, the University's policy regarding late arrival / early finish in adverse weather conditions for those staff who are required to deliver their duties on a University Campus is as follows:

- Staff who have attempted to come to work and arrived late will not be required to make up the time lost.
- Staff requesting to leave work early due to anticipated journey difficulties will be required to obtain approval from their Line Manager. Please note however, requests should be viewed sympathetically and accommodated where possible.
- Staff who decided not to attend work and are not able to work from home, will be required to either make up their time over an agreed period with their line manager, or take annual leave.

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Owner	Last Reviewed	Next Review
Human Resources	October 2022	October 2024



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