



GUIDANCE FOR STAFF UNABLE TO ATTEND WORK DUE TO TRAVEL DISRUPTION

Author:	Human Resources
Date:	22 September 2022
Version:	V2.0 (V1.0 September 2019)

1. About this guidance

- 1.1. The purpose of this guidance is to outline the options for employees of St George's, University of London in the event to travel disruption.
- 1.2. This guidance applies to all employees.

2. Arrangements in the event of travel disruption

- 2.1. On very rare occasions St George's, University of London may make a decision to close due to an extreme event such as very severe weather or local/national emergency. If this were to occur it would be publicised via a telephone call cascade, on the St George's, University of London website and on the St George's, University of London Emergency Message line (0800 917 4415)¹.
- 2.2. In normal circumstances, employees should make every reasonable effort to attend their place of work as usual, taking account of the travel conditions. For example, in severe weather conditions, it may be unsafe to attempt to travel.
- 2.3. Employees who have been unable to attend work due to travel disruption, including transport strike action, severe weather conditions or other significant issue, should inform their line managers as soon as possible about their situation, either by telephone or e-mail. This should include information about their likely return date (if known) and any urgent work, meetings or Lectures that need to be covered or postponed whilst they are away.

¹ The Emergency Message line number can also be found on the back of ID passes.

2.4. Employees should agree with their line manager one, or a combination, of the following options:

- Home and/or Remote Working – ideally this would be the first option to consider, where an employee is authorised to work from home and suitable facilities exist to allow this. In such circumstances employees may work off-site during the period of absence. It may be appropriate to agree specific work outputs for the period concerned.
- Annual Leave - individuals may cover any days absent from their existing annual leave entitlement.
- Time in Lieu - if agreed by their line manager, individuals may take the absence as time in lieu and make up any lost time on days/dates as agreed with their line manager. Other than in exceptional circumstances, the lost time should be made up by 31 August.
- Authorised unpaid leave - individuals may request to take any days when they were unable to attend for work as authorised unpaid leave. This should be booked via [MyWorkplace](#) (the HR system) and approved by the line manager.