

1. Purpose

- 1.1. This policy details the Royal Irish Academy of Music's (RIAM) policy and procedure for the reporting and management of absences in relation to adverse weather conditions, transport strike, emergency, or other unusual circumstances.

2. Scope

- 2.1. This policy applies to all employees of the RIAM. This policy applies where employees are unable to attend for work due to adverse weather conditions, disruptions, or transportation issues outside their control, and have been left with no reasonable means of transportation to the workplace. Employees are expected to attempt to use every reasonable means of transport to the workplace, including all types of public transport that might be available. This may include having to take extra time for the journey and / or taking an alternative means of transport or route.

3. Policy

- 3.1. From time to time, extreme weather, transport strikes, disruptions and natural disasters may seriously delay or prevent employees from attending work. While the organisation expects employees to make all reasonable efforts to attend, there may be some occasions where this is not possible. These circumstances may also result in employees arriving late to work, needing to leave early, or being required to work from home. All employees are expected to make every reasonable effort to attend for work at the appointed time. In cases where employees are unable to attend for work due to extreme weather, transport strikes, disruptions, or natural disasters the following procedure will apply. In the event of a red weather warning, the campus will close unless otherwise advised by the Department of Education or Department of Further and Higher Education, Research, Innovation and Science (DFHERIS). It will be open for all other colour-coded warnings, such as yellow or orange unless otherwise notified by the Department of Education or DFHERIS or unless otherwise deemed appropriate by senior management.
- 3.2. Where an employee has the capacity to carry out their work from home for the duration of the disruption, this should be agreed with his or her line manager. This will not be feasible for a number of roles where the employee's presence is required. Please refer to the RIAM policy on [Flexible and Remote Working](#). *During such time the employee will be expected to carry out his or her work in the normal manner and be available to answer work-related calls and emails. If it is foreseen that the employee may not be in a position to attend work due to weather conditions or similar circumstances, the employee will be expected to make the necessary arrangements in advance which will facilitate him or her working from home. This may include temporary procurement from the organisation of a company laptop etc. For further information on the necessary requirements please contact the HR Department.*
- 3.3. Where an employee is away on company business and unable to make it back to the RIAM, it may be possible for them to work electronically from a remote location.
- 3.4. In the event that a severe weather event impacts online music theory teaching such as a WiFi or Electricity outage when working from home, Junior RIAM musicianship teachers may choose to provide appropriate learning resources as a substitute to a cancelled class, once the content is in line with academic requirements and preparation for assessments where applicable. Alternatively, the teacher may opt to reschedule the cancelled class to a later

date which must be agreed with the Junior RIAM office. In either case, the rescheduled class or provision of resources must be completed within the same academic year and prior to the assessment period. Provision of appropriate learning resources as a substitute to a cancelled class can only occur a maximum of once per academic year. All other occurrences of cancellation in the event of a severe weather event will require classes to be rescheduled.

- 3.5. In the case of schools or crèches closing, an unexpected leave situation may arise for some staff. This does not fall under the legal definition of force majeure leave. Force Majeure refers to a provision that allows an employee to take a short period of leave from work without loss of pay, due to urgent family circumstances or unforeseen events beyond the employee's control. The circumstances covered typically include a serious illness or injury of a close family member, or an emergency situation that requires the employee's immediate presence. Where the employee is unable to make alternative arrangements, annual leave or unpaid leave could be considered on a case-by-case basis.
- 3.6. Where an employee cannot attend and cannot carry out his or her normal duties, the options of annual leave or unpaid time off may be presented to the employee. RIAM Management reserve the right to utilise discretion in such instances. If feasible the employee may be paid for the time off and be required to make it up at a later date prescribed by management.
- 3.7. RIAM will exercise reasonable judgement where employees make an effort to come into work and are delayed or have to leave early in order to avail of limited public transport, or where weather conditions deteriorate during the working day. The manager will be responsible for approving any request for employees to leave early as a result of a valid adverse weather or transport disruption, bearing in mind all available information, including where employees live and the manner in which they travel from work to home. If an employee leaves early without confirmation from their manager, they may be subject to disciplinary action where applicable.
- 3.8. Where serious weather conditions are predicted, employees are required to make appropriate arrangements with their manager before leaving the workplace, in the event that they are unable to travel to work and are required to work from home

4. Reduction in Work

- 4.1. RIAM may be severely affected by unforeseeable weather conditions resulting in a reduction in work or no work available for employees. In these circumstances, a lay-off situation or short-time working may arise.

5. Campus Closure

- 5.1. In the event of a red weather alert warning resulting in campus closure, staff will be notified by email, on the RIAM website, www.riam.ie, and on RIAM social media channels.
- 5.2. Where the RIAM is unable to open the campus, due to a red weather warning, employees will be paid as normal. Employees will be required to make up this time later at the discretion of management.
- 5.3. Where the workplace remains open, employees have no automatic entitlement to remain at home on full or reduced pay.

6. Notification

6.1. If employees cannot attend to work due to a reason set out in section 3.1, they are required to contact their manager or faculty head by telephone as soon as possible, and no later than 30 minutes after the time when they were normally expected to start work. They should inform their manager/faculty head of the exact reason that they are unable to travel to the workplace and the expected length of their absence from the workplace.

7. Responsibility

7.1. HR is responsible for overseeing this policy and its operational procedures.

8. Document Control

Revision 1 approved:

Next review 2027/2028 or if there is any legislative change

Further information

https://www.hsa.ie/eng/topics/winter_readiness/

<https://www.met.ie/warnings/today>

https://www.hsa.ie/eng/vehicles_at_work/driving_for_work/winter_driving_tips/