

## WEATHER ALERT – REPORTING FOR WORK

Jan 2019

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### **General**

- In the event of a severe weather warning for the Dublin area regarding rain (flooding), snow or winds, the safety of all staff will be paramount when considering the appropriate policy in relation to staff reporting to work or leaving work early.
- Any decision will be made by the Senior Management Team and communicated to all staff as early as possible, ideally before 7.00am.
- It is essential that a uniform approach is implemented throughout the Society and not on a Departmental, Section or individual basis.
- In the event that no notification is issued, staff should remain at or report to work as per normal.

### **Communications with staff**

- (a) During the working day: this will be done via an all staff email. Managers who have staff not connected to email are responsible for informing them.
- (b) Outside of normal working hours (or during normal working hours with the possibility of impacting on the following day's work), an announcement/news item will be posted on the Society's intranet. You can access this by entering [www.lawsociety.ie/intranet](http://www.lawsociety.ie/intranet) and enter your username and password as you would if logging into your computer in the Law Society. Please note your username is usually your first name and the first initial of your surname.

### **Law School**

In the event of an alert it is likely that the Law School will follow the course of action being advocated for other comparative educational institutions in regard to student attendance. Non-attendance by students should not be taken by Law School staff to mean that they automatically stay away from work also. Per the above, whatever policy is applied to staff generally will be operative for Law School staff in the event that students are not attending.

### **Working from home**

If due to an alert, staff members leave work early or are requested not to report to work, they must, insofar as is possible continue to work from home.

If staff are advised to go home early, they should set their out of office and voicemail messages accordingly. If a staff member does not report to work, they should access their voicemail box remotely and leave an appropriate message.