



Travel Disruption & Adverse Weather

General guidance on arrangements for staff during periods of disruption to travel due to adverse conditions (e.g. adverse weather, industrial action etc).

Travel Disruption & Adverse Weather - 2019

The School's usual position on travel disruption is that staff and students should make every effort to get in and that alternative working arrangements are down to local managerial discretion and agreement between staff member and line manager depending on operational need.

In particularly adverse conditions (e.g. adverse weather or widescale industrial action) line managers might wish to bear in mind that some extra flexibility may be needed in respect of travel difficulties on some routes. This might include travelling outside of rush hour in the morning and/or leaving earlier in the afternoon or working from home. Staff's working patterns may also be affected because of childcare issues / caring responsibilities. However, it should also be borne in mind that not all staff might be affected to the same extent. Staff should monitor the disruption, assess how it might affect their travel arrangements and work commitments, and if necessary speak to their line managers about any anticipated difficulties and potential alternative arrangements.

Managers responsible for shift workers or those staff who, because of the nature of their role, cannot easily take time in lieu or work from home, should plan ahead for the disruptions when drawing up rotas and consider alternative working patterns. Staff who work on a shift rota at the School are encouraged to raise any concerns they may have regarding travel arrangements to their line manager as early as possible.

Staff who have not made any alternative arrangements with their line manager and do not attend for work will be expected to take leave to cover their absences.

Essential staff may wish to explore an overnight stay by contacting: vacations@lse.ac.uk. Reimbursement for the costs of any overnight stay would have to be agreed with the individual's line manager or local budget holder.

Should you have any teaching that is likely to be affected please do look at whether alternative arrangements might be needed and contact timetabling if necessary.

We also strongly encourage staff who have not already done so to install the remote desktop on their mobile devices so that if necessary they can work from home. It is much easier to undertake this with the assistance of IMT than try to struggle through it at home without back up.

Links to the Met Office, various transport websites and further sources of information can be found in the 'Information and Useful Links' section of the LSE Business Continuity Webpage.