

Guidance for Managers affected by Rail Strikes and Travel Disruption: October 2022

What if employees are unable to travel to work?

We recognise that this strike action may leave some colleagues with limited options to get to work and it is important to be understanding of both the situation and each individual's personal circumstances within it. Managers and colleagues are encouraged to have an open dialogue to determine the most appropriate alternatives for them.

Managers should consider alternative working arrangements for relevant days to support colleagues. The alternatives may include:

- working from home
- agreeing a period of annual leave
- agreeing to use any banked time off in lieu if this is applicable.
- agreeing unpaid leave if colleagues do not want to use annual leave or do not have required annual leave

Managers may also consider allowing flexible start or finish outside normal working hours as colleagues commutes are likely to be adversely affected by an amended transport timetable.

The above is not an exhaustive list and as above, managers are encouraged to discuss how the travel disruption may affect individuals within their team.

For academic employees who have teaching commitments on Wednesday 5 October, we strongly encourage that in person teaching commitments are not cancelled. However, if an employee has no other reasonable alternative mode of transport to be able to attend campus, then employees should make arrangements to deliver teaching online and ensure students are advised in advance. This must not compromise UKVI requirements or our requirements under CMA. Teaching should not be cancelled due to train strikes.

What happens if an employee is late because of the strikes?

If colleagues rely on rail travel to get to campus, then as above consideration should be given for flexible start and finish times outside of normal working hours.

Managers should also be conscious that colleagues not travelling by rail may be adversely affected by due to an increase in congestion in roads and other alternative forms of transport. Managers should ensure that any lateness as an impact of the strike action is treated consistently for all colleagues within their departments and if necessary, consider allowing colleagues to make up any lost time at a later date.

What happens if employees' childcare arrangements are affected?

In certain situations, the strike action may cause schools to close or could lead to other childcare arrangements being adversely affected. Managers should refer to the Special Leave Policy which does refer to Train Strikes in Section 6.2 : <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=32>