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**Guidance if employees are affected by Rail and Teacher Strikes**

**What if employees are unable attend work due to the planned strikes?**

We recognise that the planned strike action may leave some employees withlimited options to get to into work either due to travel disruption or because alternative childcare arrangements are not available due to a school closure.

It is important to be understanding of both the situation and each individual’s personal circumstances within it. Managers and employees are encouraged to have an open dialogue to determine the most appropriate alternatives for them.

Managers should consider alternative working arrangements to support employees affected by the strike action. Suitable alternatives may include:

* working from home
* agreeing a period of annual leave
* agreeing unpaid leave
* agreeing to use any banked time off in lieu if this is applicable

Manager and employees should refer to the [Special Leave Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=32)  specifically section 6.2 which refers to school closures and rail strikes and how any unpaid leave should be recorded.

Managers should also consider allowing flexible start or finish outside normal working hours as colleagues commutes may 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 planned strike action may affect individuals within their team.

For academic employees who have teaching commitments we strongly encourage that in person teaching commitments are not cancelled. However, if an employee has no other reasonable alternative 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.

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

**If employees rely on rail travel to get to campus or are late due to putting alternative childcare arrangements into place then as above consideration should be given for flexible start and finish times outside of normal working hours where this can be accommodated.**

Managers should also be conscious that colleagues not travelling by rail may be adversely affected due to an increase in congestion on roads and busier buses and Metrolink services.

**Managers should ensure that any lateness as an impact of the strike action is treated consistently for all employees within their departments and if necessary, consider allowing employees to make up any lost time at a later date.**