

Proposed Lothian Buses strike action – Guidance for Staff – July 2019

Strike action by drivers at Lothian Buses is currently due to take place on 2 August and could last indefinitely. While talks aimed at averting the strike are still taking place, we understand that any strike action may have a considerable impact on staff and students travelling to and from the University.

Current information about the proposed strike action can be found on the [Lothian Buses website](#).

The following guidance is provided for University of Edinburgh staff in the event that the strike takes place.

Reporting Arrangements

Managers should ensure that staff are aware of what reporting arrangements apply in the eventuality of either an inability to get to work or a delay in arrival – this should usually be consistent with advice given to staff for sickness and other kinds of leave. The [Severe Weather Policy](#) includes further guidance for managers around disruptive situations.

Staff responsibilities

You are expected to let your manager know if you:

- will be late for work. We understand that you might arrive late for work during the first few days of transport disruption and you will be paid as normal for any lost time. However, if transport disruption persists, you will be expected to make other arrangements to arrive at work on time, for example, by leaving home earlier than normal
- wish to leave work early to travel home if alternative transport arrangements mean you cannot work until your normal finish time
- are unable to get to work at all, and keep in regular contact until it is possible to return

Flexible Working/Leave

The responsibility for attending work lies with individual members of staff and there is no automatic right to paid time off due to external circumstances such as transport strikes.

However, where a member of staff is prevented from attending work normally due to the unavailability of public transport and is unable to make other suitable arrangements for travel this should be discussed in good time with their manager. For example, it may be feasible to exercise flexibility in working hours to enable staff to travel to or from work by an alternative means of transport.

Where staff express a wish to take annual leave this should be allowed where reasonably possible. Similarly consideration may be given to a staff request to work from home if the nature of the work and the business area permits. When staff are not able to work from home, they should consult their line manager.

There may be circumstances where the member of staff's ability to travel to and from work is not affected but there may be a need to provide care for family purposes e.g. where child care arrangements cannot be accessed due to disruptions in transport. Guidance in such circumstances may be sought from the University's [Emergency Time Off for Dependants policy](#).

Action checklist for staff

Situation	Actions to be taken
<p>You can't travel to work</p>	<p>1) Contact your manager as soon as possible to explain why you can't get to work. If you manage staff, make sure you let them know that you can't get to work.</p> <p>2) Contact your students or the relevant teaching organisation if your absence could impact them.</p> <p>3) Consider alternative work locations: - are you able to work from another University building which is closer to your home? - if so, discuss this with your manager - work from home if you have the equipment, access and approval to do so – i.e. it would be normal for you to do so in other circumstances.</p> <p>4) If none of the above are possible, you will need to use annual leave, time off in lieu (TOIL), make up for lost time at a later date or use unpaid leave. You could also ask for a combination of these options including staggered working hours e.g. arriving later/leaving earlier and making up the time at a later date.</p> <p>5) If you can't get to work due to the impact of transport disruption on your care arrangements for your dependants, you should agree with your manager if you can use the time available to you under the Emergency Time Off for Dependants policy.</p>
<p>You need to leave early</p>	<p>1) Ask your manager (or nominated deputy) if you can leave early. If you manage staff, make sure you let them know that you are leaving work early.</p> <p>2) You should work from home if you have the equipment, access and approval to do so - i.e. it would be normal for you to do so in other circumstances.</p> <p>3) If you can't work from home you will need to agree with your manager how you will make up for lost time. Depending on how much working time was lost this could be through use of your annual leave, time off in lieu (TOIL), or by working additional hours at a later date, or a combination of these options.</p> <p>4) If you have to leave early due to the impact of travel disruption on your care arrangements for your dependants, you should agree with your manager if you can use the time available to you under the Emergency Time Off for Dependants policy.</p>

Alternative transport options

To find alternative public transport options, try using the [Traveline Scotland Journey Planner](#)

The other operators of bus services in the city are:

[Borders Buses](#)

[Prentice](#)

[Stagecoach](#)

[First Bus](#)

The University provides a car sharing scheme called [Tripshare](#). This online scheme matches you with other University staff and students who are travelling your way. You can opt to offer a lift, or to request a lift, or both. We currently have 555 members in our scheme.

The Just Eat Cycles bike hire scheme includes hire stations across the city including Bristo Square, King's Buildings, Western General, and Pollock Halls. It costs just £1.50 per hour of hire – cheaper than a single fare on the bus.

Please see the [Transport webpages](#) for further information on transport options.