

MANAGING BUSINESS TRAVEL DISRUPTION

WHAT YOU NEED TO KNOW

Costs of travel disruption

- Direct financial costs - last minute tickets and accommodation.
- Health and safety risks to employees when travelling to certain countries.
- Stress to the employee - travel disruption can be stressful, especially if the employee is stuck abroad. They may be concerned that they have bills to pay and don't want to lose their job
- Lost hours of productivity, however remote working might mitigate this.

Legal obligations

- You are not entitled to pay your employee if they are unable to get to work due to adverse weather following leisure travel.
- There is also no legal right to pay your employees for travel days, unless the travel itself is constituted as working time.
- If an employee is required to work outside the UK for more than 4 weeks, then revised written terms must be agreed before they leave.

Contractual classifications for business travel

- **Single business trip:** a trip of less than 31 days.
- **Short term assignment:** a trip of between 4 and 52 weeks. This will require revised written terms
- **Long term assignment:** a trip of 2 years or more. A new contract of terms and conditions would be expected, which should consider relocation expenses, support/travel allowances and insurance for the employee and accompanying family.

For further details call 747559 or email becky@hrnow.je

Delays and disruption to travel for circumstances such as terrorist activity or adverse weather conditions can be both costly for the business, and stressful for employees. Have a clear travel policy in place so your employees know how to act should they encounter any problems when travelling for work or leisure.

WHAT YOU NEED TO DO

How to deal with travel disruption

- Have a transparent travel policy that outlines instructions in the event that employees encounter travel disruptions and any health and safety tips should they be required to stay somewhere for longer than expected.
- Have a plan to deal with travel disruptions due to adverse weather conditions.
- Consider a Business Continuity Plan to deal with emergencies and ensure employees are able to function quickly in the event of a disaster.
- Budget for extra costs for business travel to ensure employees are taken care of and can stay productive if travel disruptions occur. Ensure employees record and report any extra expenses.
- Keep an open line of communication should they need your assistance with rebooking travel or accommodation etc.
- Consider alternative working patterns - such as remote working, Skype calls or rescheduling projects or meetings, if possible.
- Deal with issues fairly and consistently to retain a good working relationship with employees
- Be clear how policies differ for work and leisure travel.

