

Reference

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TfL attendance during industrial action by third parties

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1 Purpose

The purpose of this reference document is to help employees and line managers understand expectations and working arrangements during industrial action by third parties.

2 Scope

This document applies to all TfL non-operational employees in TfL Professional Services (including those who support London Underground), Surface Transport and London Rail. It is applicable during periods of strike action by third parties.

3 Attendance at work

Employees are expected to make every effort to attend their normal place of work during the period of industrial action by third parties, and should be encouraged to do so. It is an employee's responsibility to present themselves for work. Where circumstances prevent employees from carrying out their normal duties they may be requested to undertake alternative productive work appropriate to their grade (and licence (if applicable)) at a different location to their normal place of work.

3.1 Local working arrangements

In certain circumstances, employees may be allowed to stagger their hours of attendance to help mitigate travel disruption. Any staggering arrangement must be agreed and managed locally and will be conditional upon the normal workload for the period concerned being completed and no additional cost being incurred by TfL.

While employees are encouraged to make every effort to attend work as usual, where practicable, they may be able to work from home but will need to agree this with their line manager in advance. Please note that not all jobs are suitable for home working due to the nature of some roles.

3.2 Lateness on a day of strike action by third parties

Managers should use their discretion. Where a genuine attempt has been made to get in to work but industrial action has contributed to the delay, it would be wrong to penalise a person for arriving late. Managers should speak to HR Business Partners or PMAs for further information and advice.

4 Alternative methods of transport in the event of travel disruption

Employees should make every effort to attend work and this includes using alternative modes of transport if their normal method of transport is disrupted due to industrial action by third parties. TfL may refund reasonable additional expenses incurred as part of this, although every effort should be made to use TfL services where TfL employees can travel free with their Staff Pass (photo ID card and staff Oyster card).

4.1 Coach Services

Employees should pay the appropriate full fare for the journey being taken and should retain the ticket issued to them to support a claim for full reimbursement.

If an employee joined the company prior to 1 January 1970 they can travel on the former London Country Bus Services on which their Staff Pass is valid.

4.2 National Railway Services

Employees should pay the appropriate full fare for the journey being taken. It will be an employee's responsibility to make a note of the journey/ticket details, cost etc., and to submit such details to support a claim for full reimbursement of expenditure incurred. In no circumstances must an employee or an employee's dependants in receipt of privilege ticket facilities use their identity card to purchase reduced rate travel to or from work.

4.3 Use of personal vehicles

If an employee chooses to use their personal vehicle for travel to and from work they will not normally be paid mileage or any other allowance. It is an employee's responsibility to ensure that their car insurance covers the use to which their vehicle is being put.

Car parking charges and the Congestion Charge will not be reimbursed.

4.4 Taxis and private hire vehicles

The cost of using taxis and other private hire vehicles will not be reimbursed.

Travel expenses claims should be submitted through SAP or the normal process used for claiming staff expenses. Guidance on expense claims is available on [SAP Education](#).

Please note that even if an employee is submitting a claim for mileage with no receipts, they MUST send a copy of the SAP summary in the standard green envelope to the FSC expenses team.

5 Further queries

If you have general queries relating to a specific strike date please contact your local HR Business Partner.

6 Person accountable for this document

Name	Job title
Martin Boots	Head of Employee Relations

7 Document history

Issue no.	Date	Changes	Author
A1	December 2016	Document migrated into the management system. Change no. 05230	Martin Boots
A2	November 2019	Broken link corrected and accountable manager updated. CR-12113.	Tom Morris