

## Policy on Flexi-time

### 1. Introduction

- 1.1 The PSOW has a flexi-time scheme which provides flexibility in the way that employees can work their contracted hours. It enables them to alter their starting and finishing times within certain limits, in order to balance operational needs with personal and domestic circumstances, provided they complete their conditioned hours within a stipulated time (the accounting period). Conditioned hours for full time employees are 37 hours per week, excluding lunch breaks (i.e. 7 hours and 24 minutes per day).
- 1.2 The overriding requirement of the PSOW Flexi-time scheme is that the office must have adequate staffing levels during office opening hours, in order to provide a public service. To ensure this, management may require members of staff to discuss their intended pattern of attendance with colleagues and be prepared to modify it if necessary in order to ensure adequate cover for their area of work.
- 1.3 The decision to allow employees to work Flexi-time remains at management discretion and can be withdrawn at any time. In this circumstance written details of the reason for the withdrawal will be provided to the employee. All of the arrangements set out below must be operated in light of the operational requirements of the office.
- 1.4 The system is applicable to **all** employees. Managers can agree set hours for staff who do not wish to work within the Flexi-time scheme. In these circumstances the rules relating to recording time as detailed in section 4 will still apply. A condition of the system is that every employee completes a daily entry on a four weekly timesheet, which is available for inspection upon request. At the end of the accounting period the line manager must countersign the time sheet.
- 1.5 The system should be used to record **hours worked**, not times that the employee is in the Office. The effective operation of the system relies very much on the implied duty of trust that exist between employee and employer and employees are expected, when recording their time, to ensure that they accurately reflect the amount of time that they have **actually worked** during the course of the day.

- 1.6 The Flexi-time scheme is designed to enable employees to carry over a maximum specified amount of deficit or excess hours from one accounting period to the next. On leaving the Office employees will usually be expected to take any excess hours owed to them before their date of leaving. Deficit hours outstanding at the date of leaving will usually be deducted from any remaining annual leave or a deduction, equivalent to the amount of deficit hours, may be made from the employee's pay.
- 1.7 Abuse of the Flexi-time scheme is misconduct. An employee found to have abused the system may be subject to formal disciplinary action, and may be required thereafter to work standard hours.

## **2. The Working Day**

- 2.1 For employees working flexi-time, the working day is split into three periods as follows:

CORETIME: this is the essential part of the day during which all employees must be present unless their absence is authorised by their line manager.

FLEXIBLE BANDS: these are periods outside core-time during which employees may determine their own times of starting and finishing work without prior approval, subject to the need to maintain adequate staffing during normal office hours.

LUNCH BREAK: the lunch break **must** be a minimum of 20 minutes (half an hour if aged under 18) and may be up to a maximum of two hours. If on occasions employees wish to extend their lunch break into core-time, they must seek the prior approval of their line manager.

- 2.2 The relevant periods are:

08.00-10.00 Flexible Band  
10.00-12.00 Core-time  
12.00-14.00 Flexible Lunch Break  
14.00-16.00 Core-time  
16.00-18.30 Flexible Band

## **3. The Accounting Period**

- 3.1 The accounting period is four weeks. Employees are required to record the hours worked and their attendance on their time sheet on a daily basis and at the end of the period compare the recorded time with the conditioned 148 (full time) hours for the four week period.

- 3.2 The excess or deficit in hours recorded, compared with the conditioned hours for the accounting period may be carried over from one accounting period to the next subject to a maximum excess of the equivalent of two standard days (A standard day is 7 hours and 24 minutes for those on a 37 hour week or 1/5 of their weekly hours for those that work part-time). The maximum deficit which may be carried over is the equivalent of one and a half standard days.
- 3.3 Employees are responsible for ensuring that they are not in deficit by more than one and a half standard days at the end of the accounting period. If they are in deficit by a greater amount they may be required to offset the deficit against their annual leave. Employees will usually be required to use all excess hours or eliminate any deficit before foreseeable periods of absence such as Maternity Leave or career breaks
- 3.4 Any excess hours above the maximum credit limit of 2 standard days are usually lost. However, where if prevented by the needs of the Office, or because of sick leave, from reducing their credit balance to the maximum, they will usually be allowed to carry the excess into the next reporting period. Line managers should annotate the time sheet accordingly. Where this occurs every effort should be made, where operational requirements allow, to reduce the excess and bring it within the normal limits as soon as reasonably possible. Unless there are exceptional circumstances the normal limits will apply at the end of the next accounting period.
- 3.5 Flexi leave is time taken off:
- in lieu of excess hours attended (in the previous or current accounting period); and/or
  - in anticipation of hours to be made up later (provided that the carry over at the end of the current accounting period is within normal limits)
  - as a day or half a day off. In this event this should be noted on the employee's annual leave card and authorised accordingly so that managers are aware of when the leave will be taken so that health and safety obligations are fulfilled and so that they can ensure adequate staff cover. It will not count against the annual leave allowance.
- 3.6 Up to two standard days flexi-leave may be taken in one month, provided that the employee has sufficient credit hours.

## **4. Recording**

- 4.1 Employees are required to maintain an accurate record of time worked. In completing the form (a copy of which is annexed) the following applies:
- hours must be totalled at the end of each working day or at the beginning of the next;
  - summary details must be inserted at the end of each week;
  - the daily record sheet must be available for inspection at any time by the employee's line manager;

- at the end of the accounting period the necessary reconciliation must be made, the record sheet checked and signed and referred to the line manager for checking and retention;
- the employee's line manager should usually retain the original completed record sheets for a period of six months. The employee may wish to retain a copy.

## **5. Absence from the Office**

5.1 Credits equivalent to the standard working day will be authorised for:

- any paid leave e.g. sick leave, maternity leave, paid special leave;
- public/privilege days;
- official duty away from the Office for whole days.

5.2 Where official duty causes an employee to be away from the Office for more than their standard working day, including travelling, they should claim the full hours away from the Office minus the normal travel to work time. Alternatively, they may claim the full hours actually worked at the temporary location excluding any travel time.

5.3 Where an employee is authorised to work from home on an occasional basis, the actual hours worked should be recorded. These may fall outside the normal bandwidth, but no more than 10 hours may be claimed in one day.

5.3 Employees will usually be required to arrange non-urgent medical appointments during the flexible bands or take the appropriate time off, with the prior approval of their line manager. Time may be credited for medical appointments where the circumstances are urgent enough to warrant this concession, where the appointment is part of on-going treatment, or the appointment relates to a condition covered by the Disability Discrimination Act. In these circumstances time will be credited so that the total hours for the day are equivalent to the employee's usual conditioned hours for the day.

5.4 Where staff fall ill whilst at work and therefore leave during the course of the day they should record their usual conditioned hours, though the time sheet should be annotated to reflect that sickness absence has occurred.

5.5 Absences that are not authorised in advance by the line manager may be viewed as unauthorised absence and as such may result in disciplinary action.

This policy is issued after consultation with Representative Council.

**October 2005**

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## FLEXI-TIME – ATTENDANCE SHEET

<b>NAME:</b>	<b>Settlement Period Commencing:</b>
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Date	Day	Morning				Afternoon				Absence			Daily Total				
		Time	Total	Time	Total	Time	Total	Time	Total	Code	Hr.	Min.	Hr.	Min.			
	In <b>M</b> Out														<b>Target Hours to Date</b>		<b>37</b>
	In <b>TU</b> Out														<b>*Hours worked in other employment</b>		
	In <b>W</b> Out																
	In <b>Th</b> Out														<b>Weekly Total</b>	<b>Cumul-ative Total</b>	
	In <b>F</b> Out																

Date	Day	Morning				Afternoon				Absence			Daily Total				
		Time	Total	Time	Total	Time	Total	Time	Total	Code	Hr.	Min.	Hr.	Min.			
	In <b>M</b> Out														<b>Target Hours to Date</b>		<b>74</b>
	In <b>TU</b> Out														<b>*Hours worked in other employment</b>		
	In <b>W</b> Out																
	In <b>Th</b> Out														<b>Weekly Total</b>	<b>Cumul-ative Total</b>	
	In <b>F</b> Out																

<b>ABSENCE CODES</b>	<b>L</b>	Leave LA – Annual: LP – Public: FL – Flex. Leave: LS - Special
	<b>S</b>	Sick
	<b>T</b>	Training
	<b>W</b>	Work away from office in normal course of duty
	<b>A</b>	Other authorised absence e.g. visit to doctor

Date	Day	Morning				Afternoon				Absence			Daily Total		Target Hours to Date	Cumulative Total
		Time	Total	Time	Total	Time	Total	Time	Total	Code	Hr.	Min.	Hr.	Min.		
	In <b>M</b> Out														<b>111</b>	
	In <b>TU</b> Out														*Hours worked in other employment	
	In <b>W</b> Out															
	In <b>Th</b> Out														Weekly Total	
	In <b>F</b> Out															

Date	Day	Morning				Afternoon				Absence			Daily Total		Target Hours to Date	Cumulative Total
		Time	Total	Time	Total	Time	Total	Time	Total	Code	Hr.	Min.	Hr.	Min.		
	In <b>M</b> Out														<b>148</b>	
	In <b>TU</b> Out														*Hours worked in other employment	
	In <b>W</b> Out															
	In <b>Th</b> Out														Weekly Total	
	In <b>F</b> Out															

<b>ABSENCE</b>	<b>L</b>	Leave LA – Annual: LP – Public: FL – Flex. Leave: LS - Special	+ hours brought forward (- debit hours)	
	<b>S</b>	Sick	TOTAL	

	<b>T</b>	Training	Less Target hours during period	<b>148</b>
	<b>W</b>	Work away from office in normal course of duty	No. of hours carried forward	
	<b>A</b>	Other authorised absence e.g. visit to doctor	(+ max of 2 standard days)	
I certify that the hours of attendance as shown are a true record			Initials of Supervisor	

Signature: .....