# Flexi-time Policy

**Introduction and Purpose**

Flexi-time allows employees a degree of flexibility over their working hours. The purpose of this policy is to help achieve a “work-life balance” for employees, allowing employees to vary their working hours suited to their individual requirements whilst ensuring service standards are maintained and core working hours are adhered to.

Flexi-time provides for authorised time worked beyond the weekly contracted hours to be ‘banked’ as ‘credit’, and taken as time off at a later date suitable to both the employee and the employer.

**Flexi-time Working Time**

Within the limits of the working day and core working hours, employees have the discretion to choose and/or vary their start and finish times. However, this is subject to agreement with the line manager/employer, whose responsibility it is to see that each department is adequately staffed during normal hours.

**Standard Working Time**

The standard working time defines the time within which an employee would normally work. eg: 08:00 – 18:00. Managers must agree with each employee a general pattern of attendance i.e. starting and finishing times each day including times for lunch breaks and agreed hours within which the their service must be available.

**Lunch Time**

All members of staff are required to take a lunch break of at least: eg: 30 minutes after 5 hours of working time. Lunch breaks do not count towards normal hours worked.

**Core Time**

During the core time all members of staff should be at work. These hours are from: eg: 10:00 to 12:00 and 14:00 to 16:00

**Flexi Period**

The flexi (accounting) period is of four weeks duration. There are then 13 flexi periods in a year.

**Credit / Debit Hours**

Extra hours worked which can be taken as whole or flexi half days at a time agreed with management. No more than one standard day is to be accumulated at any one time without the specific agreement of the manager. These days or half days will normally be taken within the next 8 weeks. In exceptional circumstances, where a manager is unable to allow the employee to take flexi-days or half days within the 8 week period, then the employee will be allowed to carry this forward to the next 4 weeks.

Hours worked less than the standard for the month are to be made up in the next 8 weeks. Failure to make up the hours will result in an adjustment to the individual’s pay unless the manager agrees to an extension of time in which to make up the hours. No more than one standard day should be in debit at any one time unless the manager agrees to this.

**Meetings/Seminars/Conferences/Working from Home**

Employees may be required to attend meetings etc in the normal course of their work. Hours spent attending the meeting and for required travel time may count towards normal working hours. This should be agreed with the manager in advance.

Agreed times involved in travelling and attending meetings should be recorded on a flexi time sheet.

**Medical Appointments**

Normally, employees on the flexi-time system should make health-related appointments outside of core time whenever possible. Flexi-time should normally be taken to cover routine appointments (e.g. a routine visit to GP or dentist) and should be authorised in advance by the line manager.

**Recording**

Each employee is required to record her/his arrival time at their place of work, record times in and out for lunch, record the time they leave their place of work and record any special entries in respect of visits or off-site starts and finishes. Each individual is responsible for ensuring their own accurate recording of all times of attendance. Paper or electronic records should be kept in a central location and should be signed by the employee at the end of each accounting period as a correct record.

Each employee will calculate the number of hours worked in each week and each accounting period. The accounting period is a fixed four weekly block and contractual hours for the accounting period will be 4 x contractual hours e.g. for a full time member of support staff it will be 4 x 37 = 148.

At the end of each accounting period the sheet must be signed by the employee as a correct record of hours worked. Each manager should regularly audit record sheets to ensure the scheme is being correctly implemented. Any instance where it appears the scheme is being incorrectly applied or abused should be reported to the Human Resources department prior to further investigation.