



Flexitime Scheme Policy

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1. Policy Statement

- 1.1. The aim of the Flexi Time Scheme is to encourage a greater work life balance for employees whilst maintaining adequate cover in service areas. Mutual trust, confidence and respect between employee, manager and employer are essential for the flexi time scheme to benefit all.
- 1.2. The ability for an employee to participate in the flexitime scheme is management discretion and not an employees' right. The flexitime scheme may not be practical in certain work areas. Each service may determine service related restrictions within the scheme in line with the needs of the business.
- 1.3. There are posts/job roles that are not designated as appropriate for participation.



- 1.4. Both employees and managers must recognise that the flexi scheme is not about working less but working differently.
- 1.5. The Flexi Time Scheme gives employees the ability to manage the distribution of hours that are worked. Flexibility is allowed within the guidelines throughout the working day to allow employee's to determine arrival and departure times to accommodate other commitments as required. **However work should be completed as necessary**, therefore managers may specify reasonable restrictions as appropriate.
- 1.6. In circumstances where employees accrue additional working hours over and above their contracted hours, they may be allowed to take compensatory flexi leave in accordance with the provisions in this policy.

2. Scope

- 2.1. This policy applies to all employees who work in main administrative buildings such as the Civic Centre, Guildhall etc or where deemed appropriate. This policy does not apply to those employees based in Educational establishments with delegated powers.

3. What is the standard working week?

- 3.1. The standard working week is 37 hours 00 minutes Monday to Friday.
 - One day is made up of 7 hours 24 minutes and
 - One half day is 3 hours 42 minutes.
- 3.2. The working day is made up of 'core' time periods and 'flexi' time periods.
- 3.3. Core time periods are between:
 - 10am – 12pm and
 - 2pm – 3pm.
 - 3.3.1. Employees **must** be at work during core time periods, apart from periods of leave, previously agreed core time absence and sickness. Absences during core time are not allowed without the agreement of the Line Manager.
- 3.4. Flexi time periods are between:
 - 7.30am – 10am,
 - 12pm – 2pm (Lunch must be taken during this period for a minimum of 30 minutes)
 - 3pm – 6.30pm

- 3.5. The above times apply to all days of the standard working week i.e. Monday to Friday.
- 3.6. The scheme allows employees some choice in the times when they start and finish. This is demonstrated below:

7.30 am		Start band	Employees must start work between these times
10.00 am		Core time	Employees must be at work between these times. Unless agreed otherwise.
12 noon		Lunch Period	Employees must take a break for lunch of at least 30 minutes. You may take up to two hours Employees on the electronic scheme will be expected to key out for lunch and key back in when they recommence work. If this is not done 30 mins. will be deducted automatically.
2.00 pm		Core time	Employees must be at work between these times. Unless agreed otherwise.
3.00 pm		Finish band	Employees will only be credited for work between these times
6.30 pm			

- 3.7. Some employees may not have a choice in their start time or finish time as Services will have operational needs. A manager may require an employee to work at specified times on any standard working day, if the workload in the section/ service so requires.
- 3.8. The normal opening hours for the main Civic and administrative buildings are 8.30am – 5pm (Monday – Thursday) and 8.30am – 4.30pm on Fridays. In applying this Policy, Managers must ensure that offices and telephones are adequately covered during these times. Opening times of other buildings may vary depending on service needs and employees are required to comply with such local arrangements.
- 3.9. Managers should ensure employees have appropriate breaks. Even if a lunch is not taken 30 minutes will be deducted automatically. The 30 minute lunch cannot be reclaimed. Where there is a legitimate reason for an individual to work over the lunch period i.e. 12 - 2pm, consideration should be given by the manager as to whether the lunch period may be taken at a later time e.g. 2 - 2.30pm. This should be the exception rather than the 'norm'.
- 3.10. It is the manager's decision as to whether or not an employee is allowed to vary start or finish time. It is not the employee's right to vary

their start or finish times under the flexitime scheme and the right can be withdrawn to ensure the needs of the service are met. Permission must be sought in all circumstances.

- 3.11. If an employee needs to regularly start or finish work earlier than the normal working hours they are prescribed then consideration should be given as to whether the employee should make a request to vary their hours permanently under other flexible working arrangements e.g. part time working.

4. Maximum/Minimum Hours to be Worked in a Week

- 4.1. It is expected that employees will ensure they work their contracted hours.
- 4.2. Managers and employees have a joint responsibility for adherence to the [Working Time](#) Directive in ensuring that no more than 48 hours a week are worked in any given 17 weeks reference period.
- 4.3. Employees must ensure that the hours they work:
- Meet service provision; including cover arrangements
 - Enable personal work objectives and targets to be met
 - Fulfil their contractual obligation

5. Duties Outside the Office

- 5.1. Where attendance on official duties, away from the office e.g. a conference/ seminar, necessitates the commencement and termination of work at times outside the bandwidth, i.e. 07.30 to 18.30 hours, credit will only be given for the hours in attendance at work, up to a maximum of 10 hrs 30 mins (deduct half hour for lunch). Travelling time is included. There may, however, be individual circumstances where hours worked outside the bandwidth will justify compensation in line with the [Time off in Lieu Policy](#) and this will be dealt with by the line manager.
- 5.2. For the purpose of attending post entry training programmes, e.g. one day training for professional/further qualifications, or PDP training courses, that take place in the area of Swansea, only hours up to the standard day can be claimed i.e. up to 7 hours 24 minutes. Where the training takes place outside the Swansea area, credit will be given for the hours in attendance, up to a maximum of 10 hrs 30 mins. (i.e. 07.30 to 18.30).

6. Recording working time

- 6.1. All staff, regardless of their tenure or status, must record their time keeping. With regard to the flexi time scheme, staff based at Civic Centre, the Guildhall and some other Administrative Offices must record their time keeping by using the electronic card system. Staff should be aware that there will be a charge of £5.00 for replacement cards for reasons other than wear and tear.
- 6.2. Those staff who operate flexi time and are based outside of Civic Centre and the Guildhall and have no electronic card system, must record their flexi time on the manual sheets provided, which must be monitored and signed as being accurate by the respective Line Managers. Where there is an electronic record system in place, a copy of the employee's record should be sent to the manager to monitor.
- 6.3. It is important to note that, any member of staff who falsifies a time recording document or, abuses a time recording system, whether it be flexi time or, falsification of Manual time sheets, will be dealt with in accordance with the [Disciplinary Policy](#). Such falsification will be regarded as gross misconduct and, could lead to dismissal.
- 6.4. If an employee changes their working hours, it is the Managers responsibility to ensure that their scheme is adjusted.
- 6.5. Employees can view their time online.

7. Settlement period / carry over balances

- 7.1. The settlement period will be **4** weeks in length.
- 7.2. The total number of contracted hours that is normally worked in any one settlement period by a full time employee is **148**; this will be pro-rata for part time and job sharing employees.
- 7.3. The maximum number of hours that may be carried forward from one settlement period to the next are:
 - Full-time employees - 12 hours 00 minutes
 - Part-time employees - pro-rata of 12 hours dependent on number of hours worked.
- 7.4. Any hours accrued in excess of the above will be lost at the end of the settlement period.
- 7.5. Employees should not ordinarily be in debit position (i.e. minus hours).

- 7.6 The intention of this rule is to prevent employees being constantly in a debit situation which would reflect that they are not meeting their contractual hours.
- 7.7 However, the following are examples where employees could be allowed to be in a temporary debit position, i.e.
- a) Where an adjustment is to be made
 - b) In exceptional circumstances
- 7.8 Examples of exceptional circumstances are;
- a) Emergency dental/doctor's appointment
 - b) Dependent issue
 - c) Breakdown of car
 - d) Where an employee works less hours one week (for child care purposes for example) and more hours the next week, thereby putting the employee back into a credit situation
- 7.9 This list is not exhaustive.
- 7.10 The decision to allow an employee to be in debit must be made by the Line Manager. The maximum debit allowed would be 7 hours 24 minutes for full time staff and 3 hours 42 minutes for part time staff
- 7.11 It is the Manager's responsibility to monitor the hours that are worked.
- 7.12 HR will also monitor the Flexi Time system to ensure that there is no abuse of the system.
- 7.13 If a manager suspects any abuse or has any concerns with an employees working pattern, the manager must meet with the employee to discuss and take any further action if necessary.
- 7.14 In the event that an employee cannot work their hours back to get themselves in a credit position, serious consideration should be given to an adjustment of annual or unpaid leave to take the employee out of debit.

8. Compensatory Leave (Flexi-Leave)

- 8.1. The accumulation of credit hours in each 4-week period makes it possible for flexible leave to be taken in each accounting period.
- 8.2. It is not an automatic right to take flexi leave. Permission to take flexi leave is at the manager's discretion.
- 8.3. The maximum amount of flexi leave that may be taken in each settlement period is as follows:

- If you work 18.50 hours or less you can take half a day flexi in each settlement period
 - If you work more than 18.50 hours you can take a day flexi in each settlement period
- 8.4. In order to accumulate the necessary hours to take flexi leave, employees must be productive. It is not acceptable for an employee to accumulate time if they have no extra work to do or are not contributing anything of extra value to the Council.
- 8.5. Flexi leave should not be planned or booked more than a month in advance. Any leave an employee wishes to take should be booked as annual leave and then may be taken as flexi leave if sufficient time is accrued.
- 8.6. An employee must have accrued the required hours to take flexitime leave, the employee must receive authorisation from their Manager. It is not permissible for an employee to go into debit by taking flexi leave
- 8.7. Authority to allow flexi leave is at the manager's discretion. Managers will be responsible for authorising, ensuring recording takes place and reviewing additional hours worked. The line manager has the right to refuse a request for flexi leave based on the needs of the Service.
- 8.8. An employee who takes a flexi day and is later found not to have had the necessary hours; the absence will be treated as unauthorised and may be subject to [disciplinary action](#).
- 8.9. When a half-day flexi leave is taken, the hours worked in the remaining part of the day must include core time in either the morning or afternoon unless annual leave is booked for the remaining hours of work.

9. Breaks

- 9.1. Employee's leaving the building for [smoking](#), breaks or other personal reasons must clock out and the time will be deducted from working hours.

10. Authorised Absences / Adjustments

- 10.1. Employees are required to record their attendance and absences in accordance with the procedures laid down at any given time.
- 10.2. Any employee who infringes core time working or who works away from his/her administrative centre must complete a daily adjustment. This adjustment may be by card or electronically in the future. The card must record start/finish/lunch times as necessary. The adjustment card must be signed by the supervising officer and forwarded to

Human Resources by noon the following day, or as soon as is reasonably practicable.

- 10.3. Officers are individually responsible for the accurate recording of their working hours and under no circumstances whatsoever should an officer record hours worked on behalf of another officer. Any breach of this will be dealt with under the Council's [disciplinary policy](#).

11. Abuse

- 11.1. It is an offence for an employee to 'clock in' or 'out' for another employee or to ask another person to do so. Any employee suspected of abusing or in breach of the flexitime scheme in any way will be subject to the [Disciplinary Policy](#).

12. Balance on Termination of Employment

- 12.1. When an employee leaves the Council, they should reduce any credited hours to zero prior the effective date of termination of their employment. Any remaining time will be lost.
- 12.2. In participating in the Flexi scheme the employee agrees that any hours in debit at the effective date of termination will be deducted from their final salary.

13. Policy monitoring

- 13.1. The Council will monitor the application of this policy and has discretion to review it at any time through the appropriate consultation mechanisms.
- 13.2. Responsibility for the implementation, monitoring and development of this policy lies with the Head of Human Resources. Day to day operation of the policy is the responsibility of nominated officers who will ensure that this policy is adhered to.

Version Number	Details of Change	Date
4.0	Change to Paragraph 6.1 – charge for replacement card	July 2017

