

# PO 197 FLEXI-TIME POLICY & PROCEDURE

---

This is not to be confused with Flexible Working, which is covered in Policy P073

## **Policy**

The purpose of flexitime is to allow individual employees to arrange their working hours on a daily basis, built around a defined period when they are required to be working (the Core Hours), and any personal diary commitments, both internal and external. This will allow employees to build up time that can subsequently be taken off, and to pay back time where, for example, they start later, without having to first seek permission from or notify their line manager. There are restrictions around this activity to ensure operation is fair for all staff and does not benefit any individual to the detriment of their colleagues.

For the avoidance of doubt, personal appointments eg doctors, dentist, deliveries etc are to be taken wherever possible outside of core hours and in your own time. This should be possible within the shorter core hours, except in emergencies.

We accept that hospital appointments are not at your discretion, and as such, we will continue paid absence for these, so you record them as paid hours on your timesheet.

## **Hours of Work**

Your hours of work have not changed and are as detailed in your Contract of Employment or any subsequent alteration thereof. If you want a change to your working hours, PO73 Flexible Working applies.

## **Core Hours**

Within the limits of each individual's own working pattern (eg some people only work part time) everyone is required to be at work from Monday to Friday between 10am and 12 noon, and 2pm and 4pm. If you want to take time off during core hours, this must be agreed at least a week in advance with your line manager, or notified before the start of the Core Hours as sickness or emergency absence in accordance with policies. Failure to do so will result in any missed time being deducted from your subsequent salary payment.

## **Restrictions**

If you have work appointments in your diary, both internal and external, or you are allocated a duty, such as telephone cover, you must be in work to meet your obligations.

After every continuous period of work of 5.5 hours or more, you must take a mandatory minimum half hour break from work, which is akin to the traditional lunch-hour, and is unpaid.

Working hours will be limited to Monday to Friday, 8am to 6pm, unless previously approved in writing on each occasion by the CEO.

## **Travel Time outside of Normal Working Hours**

From time to time you may have to travel for the better and proper execution of your duties. In circumstances where this is out with your normal working hours you will be

## PO 197 FLEXI-TIME POLICY & PROCEDURE

---

permitted to accrue flexitime for a maximum of 1 hour pre and 1 hour post your contracted start and finish time. Any travel time must be agreed with your line manager in advance. We will not be in breach of this policy should we refuse any additional claim for flexitime outside of these limits. You must as far as practicable ensure that all journeys are completed within your contracted working hours.

### **Overtime**

We do not pay overtime, instead we operate a flexitime system to compensate for the need to work outside of your normal hours, as required in your Contract of Employment.

### **Hours you owe to CVS Falkirk**

You may build up to a maximum of half a day's worth of hours that you owe. Half a day for full-time workers is 3.5 hours. For anybody on a different working pattern, it is the equivalent of a half of your normal working day. This cannot be carried forward for more than 1 calendar month. Exceeding this amount will result in the full outstanding balance being deducted from your Annual Leave allowance (that has been accrued by the time of the default, not your full year entitlement), or if that is not possible, by deductions from your subsequent payroll. You will be notified in writing and given a week to rectify the situation before recovery action is enforced.

For the sake of clarification, flexitime is not a way of saving for holidays, nor is it a way of using up annual leave entitlement by default. Any person forfeiting annual leave on more than 2 occasions in any rolling twelve month period will be subject to disciplinary action on the grounds of unauthorised absence.

### **Hours you accrue**

You may accrue up to a maximum of 1.5 days worth of hours, defined as above, which can be taken without prior notice, subject to the defined restrictions and core hours limitations. Hours worked in excess of this, without prior written approval of the CEO, will not be counted and will be unpaid. Where you have accrued more hours than you can take off during flexitime, as a result of being required to do those hours by your line manager, you can request leave to cover the core hours with a minimum of 1 weeks notice required. Such requests will be refused if it is contrary to the needs of the organisation at the requested time.

Where you have accrued hours as a result of your own choices, not directly to meet the needs of the organisation (as determined by being requested to work specific additional hours by your line manager) your accrued hours can only be taken out with core hours. A maximum of 1 (morning, afternoon or complete day) use of flexitime during core hours is permitted in any calendar month.

## PO 197 FLEXI-TIME POLICY & PROCEDURE

---

### Guidance

#### Recording

We will continue to use the existing online timesheet system to record hours worked. Timesheets must be submitted to the office manager or your line manager promptly at the start of each week for the previous week. Not submitting timesheets for a period exceeding 3 weeks (including covering periods of annual leave) will result in the automatic suspension of your right to flexi-time working and a return to working fixed hours, being 9am to 5pm Monday to Friday or pro-rata for part-time workers, until the backlog has been submitted and your line manager agrees in writing to your return to flexitime.

#### Breach

Any employee taking flexitime out with the required advance notice periods or in excess of permitted times as outlined above, or found to be fraudulently recording hours, will be subject to the organisation's PO51 Disciplinary Policy.

#### TOIL (Time Off In Lieu)

From the introduction of flexitime on 1<sup>st</sup> April 2016, nobody will have any right to TOIL under any circumstance. This facility is withdrawn on an organisation-wide basis.

Related Policies:	PO51 Disciplinary PO191 Timesheet	
Related Documents:	PO26 Timesheet	
Version:	1.0	
Published:	May 2016	
Review Due Date:	March 2017	Review Completed: March 2017
Review Due Date:	March 2019	