

FLEXITIME SCHEME GUIDELINES



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Flexitime Scheme Guidelines

Please note: where hours or other amounts are shown below, if you are part time these will be reduced according to the hours your work ('pro rata').

Introduction

We operate a flexi time scheme and encourage all employees to take part as far as they are able. However the needs of the service come first at all times. The main limitation of the scheme is that it should not impact on the needs of the job and that when you take time off there is adequate cover for your absence. Flexi working hours should have no adverse effect on efficiency and service provision.

Certain employees because of the nature of their job may not be able to operate with full flexibility within the scheme. Others, for example shift workers, may have to be excluded altogether. However it is the spirit and intention of the scheme that flexi working hours should be available to as many staff as possible.

The council has a variety of time recording mechanisms and it intends to extend the use of automatic recording equipment, the introduction of which would be the subject of consultation with the trade unions.

If your job is appropriate for flexi working hours, you are contracted as such and you are obliged to record your time.

Bandwith

The earliest starting time is 7am and the latest finishing time is 7pm Monday to Friday.

Hours worked outside this should be recorded under the flexi-time scheme but will not be counted under the scheme. Where employees are contracted to work on the basis of five working days (including Saturday and/or Sundays) the core principles of the scheme should be applied.

Office opening hours

As a general rule, offices available to the public should be open from 8am to 6pm and organised so there is sufficient cover during this time.

Flexi-time

Subject to satisfactory cover, you can start and finish work at any time in the working day between 7am and 7pm. You must agree your normal regular working patterns with your manager.

You must work a minimum of four hours a day (or pro rata for part time employees). There is no designated 'core time'. You may have as many breaks during the day as you like for lunch, medical appointments etc providing these have been agreed in advance with your manager. All breaks must be recorded.

Lunch break

You must take a minimum of 30 minutes break if you work longer than six hours.

Standard week/settlement period

The standard week for all full time employees is 37 hours.

The settlement period is four working weeks (148 hours). You must work the required number of hours in each settlement period subject to the debit and credit rules below.

Debit

A debit means hours worked below the required number in a four week settlement period.

Up to four debit hours may be carried forward from one settlement period to the next.

Annual leave may not be used to cancel out debit hours built up.

Credit

A credit means hours worked on top of the required number in a four week settlement period.

Up to 15 credit hours may be carried forward from one settlement period to the next.

Credit hours may be used, subject to approval, to take flexi-leave of up to two days, or combinations of that in multiples of half days and/or to supplement hours in the next settlement period.

Flexi-leave is based on credit hours carried forward from the previous settlement period. You cannot anticipate credit hours in the current settlement period in order to take flexi-leave. A minimum of four hours credit must have been carried forward before one day's flexi-leave can be requested (two hours credit in respect of one half day's flexi-leave) and eight hours for two days flexi-leave.

You cannot carry more than 15 hours over to the next settlement period. Credit hours over 15 at the end of a settlement period will be lost.

Absence recording

A full or half day's absence is to be credited as follows:

	148 hour settlement period (all employees)
Full Day	7 hours 24 minutes
Half Day	3 hours 42 minutes

The figures for half-day absences are not exact. Any shortfall at the end of the settlement period due solely to such absences should be disregarded.

These figures are to be used all absences including leave, sickness, public holidays and day release (including post entry training). They should also be used for work carried out away

from your normal base, including conferences, unless approval has been given to record additional time worked within the bandwidth on that day.

Where a manager requests an employee to attend a course or conference that involves excessive travelling time, the actual hours involved up to a maximum of 11 hours 30 minutes (based on the maximum bandwidth times of 7am to 7pm less a 30 minute lunchbreak) can be approved by the manager.

Overtime

Any overtime you do must have been authorised in advance and should not be recorded under the scheme of flexible working hours. No overtime will normally be allowed during the 7am to 7pm bandwidth hours.

Time taken in lieu of authorised overtime should be recorded under the scheme as an authorised absence and the appropriate number of hours credited.

Medical absences

Please refer to Managers' Guidance on Time Off for Medical Appointments on the Council website.

If you fall sick after starting work on a particular day you will be credited with having worked a full day.

Recording/monitoring

You are responsible for recording your starting and finishing times (including breaks) on a daily basis. If you have a Derbyshire e-mail address, the WorkPlace system should be used for time recording for which there is separate guidance.

In recording your hours you should abide by the following:

- Times recorded should be when you actually start or finish work
- Subject to agreement with your manager, outside visits at the beginning or end of the day should be recorded as follows:
 - If you travel directly from your home to a place of duty which is nearer to your home than your work base, your start time will be your time of arrival
 - If your travel is longer than the time it normally takes you to get to your work base, you can record your excess travelling time.
- Where flexi-leave is taken this should be entered on the record as an authorised absence but the hours taken should not be credited. The total hours shown for the day should be those actually worked.
- Managers have a responsibility for ensuring that time recording is accurately completed and may carry out random spot-checks and all members of staff are expected to co-operate.

Transferred staff – travelling time

In the case of transferred employees who are entitled to a daily travelling time allowance, this should be claimed separately. The times recorded should be those you actually start and finish work.

Part-time employees

As with full time staff, the intention is that the scheme should be available to as many part time employees as possible on a pro rata basis.

Abuse of the scheme

Any abuse of the scheme will be dealt with under the disciplinary procedure.

Leavers

If you are leaving your employment, all debit hours must be cleared before you leave. You cannot be paid for outstanding credit hours.