**Flexi-Time Policy**

A flexi-time scheme allows staff to have an element of flexibility over their working hours. It involves flexible start and finish times around ‘core working hours’ (when attendance is required) and allows staff more choice, subject to the operational requirements, over their working hours.

Flexi-time differs from Time off in Lieu (TOIL) which can only be accrued through additional hours worked requested or approved in advance by a line manager or a set requirement to undertake additional hours of work. This would normally be in relation to a specific activity or piece of work.

This policy sets out the definitions and parameters of the Flexi-Time scheme.

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

Flexi-time is available to all staff.

The normal working hours pattern for a full-time member of staff is Monday to Friday 9.00am to 5.30pm. There is one-hour unpaid break for lunch.

All full-time staff are expected to be present undertaking their duties during the core hours which are defined as follows:

|  |  |  |
| --- | --- | --- |
| 8.00am | 10.00am | flexible |
| **10.00am** | **12.00pm** | **core** |
| 12.00pm | 2.00pm | flexible |
| **2.00pm** | **4.00pm** | **core** |
| 4.00pm | 6.00pm | flexible |

These are the standard core hours for full-time staff to whom this scheme applies and should be used for normal working arrangements. The purpose of the scheme is to allow members of staff to effectively manage their work commitments and their personal commitments.

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

If an employee works more than their weekly contracted hours, this is a flexi-time credit. If they work fewer than their weekly contracted hours, this is a debit. Flexi time credit and debit should be balanced within each four week period where possible and should not exceed one third of an employee’s weekly contracted hours.

Employees re required to record their working hours to take part in this scheme via the [Insert system name] system.

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

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

**Procedural Guidance**

Participation in the scheme is optional and staff may elect to maintain their ‘normal’ working hours.

Staff who, by the nature of their contract i.e. part-time hours, or those with working patterns or on shift patterns where they are required to undertake duties at a particular time, may be unable to benefit from the scheme.

It is not a contractual right and can be reviewed at any time, including on an annual basis or when staff leave/join the organisation. It may be amended or withdrawn if there is a detrimental impact on the delivery of the service. If arrangements are changed these will be given in writing.

It does not alter the existing definition of a working week, defined as 37 hours per week.

Any staff who resign are expected to clear any credit or debit flexi-time before leaving.

Managers should work with staff to ensure that business needs are met, while ensuring that fair opportunity to work flexibly is given to all staff.