

## CS020 – Flexi-Time Scheme

<b>MONITORING FORM</b>	
Department	Human Resources
Department Director	Human Resources Director
This policy is applicable to	All staff who use Flexi Scheme
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Internal /external consultees (if required).	All staff

## **1. INTRODUCTION**

Weslo recognises the commitment and hard work of all staff and understands that individuals may, at some time in their working lives, find it difficult to maintain a balance between their professional and personal commitments.

Weslo also understands that the promotion of flexible working patterns can reduce unauthorised absences from work and employee stress, and in turn promote a good work-life balance and improve performance and productivity.

## **2. WHEN FLEXITIME CAN OPERATE**

One way Weslo supports Flexible Working is to offer a flexitime scheme, whereby employees work their total number of contractual hours, but are permitted flexibility as to when they begin and end a day. However, flexitime should not interfere with the Company's needs or the employee's job duties and line managers can override flexitime arrangements to meet the needs of the business.

The following office based roles are exempt from the flexitime arrangement due to the nature of work involved:

- Executive Team
- Management Team
- Weslo Property Management
- Trade staff

## **3. HOW FLEXITIME WORKS**

For the purposes of the flexi-time scheme, the working day is 07:00 to 19:00, there is no core time. Any staff clocking out before 16.00 on any day must have the prior approval of their line manager.

A minimum of half an hour must be taken for lunch between 11:00 and 15:00 hours but otherwise the lunch can be of any duration during that period.

The employee can work extra hours and use these later to take time off work. The employee can, if he/she wishes, accrue a surplus of hours to take later, up to a maximum of 15 hours within the flexitime period.

A maximum of five hours debit may also be carried forward from one settlement period to the next.

Each flexible period runs for four weeks, and the settlement period dates can be found on the intranet.

## **4. RECORD OF FLEXITIME HOURS WORKED**

Employees working flexitime are required to record their start and finish times, lunch breaks and total hours of work on a daily basis using the ASTROW computerised time and attendance system.

Each member of staff is issued with an ID card to clock in and out daily. The Flexi system will automatically calculate time worked each day and the running balance.

The employee's line manager will review and approve the employee's hours at the end of each flexi time period confirming how much time off an employee has accrued.

## **5. MONITORING OF FLEXI-TIME**

Weslo has to comply with working time limits and ensure that workers who use the flexitime do not exceed reasonable working hours. Weslo is committed to ensuring that workers' working patterns do not compromise their health.

An employee working extra hours on a particular day as part of the flexitime scheme must not work more than 10 hours during the day and must take at least a 30-minute lunch break over and above this.

Line managers are responsible for monitoring the employee's flexitime to ensure that:

- it does not result in overtiredness or underperformance;
- it continues to fit into the company's business needs;
- it does not place too much extra burden on his/her colleagues; and
- the employee is not abusing the flexitime arrangement.

Weslo reserves the right to review the employee's working patterns from time to time.

## **6. FLEXI-TIME ABSENCE**

All requests for Flexi-time absences [half and full days] must be made via ASTROW.

Line managers may authorise, as a privilege but not as a right, time off of up to one day in each four-week review period provided the member of staff requesting the time off has sufficient flexitime credit to cover the absence. Flexi-time cannot be authorised more than seven days in advance.

Absence from the office on Weslo business must be authorised by line managers and a standard day will be recorded, i.e. 7.5 hours Monday to Thursday and 7 hours on Friday. For maintenance staff, 8 hours Monday to Thursday and 7 hours on Friday.

Absences for urgent domestic affairs may be authorised by line managers.

Such absences are divided into two categories - those for which special leave is given and those for which Flexi has to be made up or used, as follows:-

- (a) Where, for example, a medical appointment is made without any choice on the member of staff's part e.g. hospital appointment, the absence should be regarded as special leave. In such cases the

individual's normal starting/leaving time will be used and the reason for the absence recorded. In cases of bereavement/attendance at funerals, time off will be granted at the discretion of the line manager.

- (b) Time must be made up for any other exceptional cases where staff require to be absent for a specific reasonable purpose.

## **7. SETTLEMENT PERIOD**

Managers will carry out regular random checks to ensure the flexitime regulations are being adhered to.

If in any period staff have worked more than the standard hours, they are in 'credit' and if they have worked less, they are in 'debit'. If they are in credit at the end of any period, the number of hours in excess of the standard is carried to the next settlement period up to a maximum of 15; any credit in excess of 15 hours is normally lost. A maximum of five hours debit may be carried forward from one settlement period to the next. Any debit over five hours is a serious breach of the flexible working hours arrangement.

This 'carry-forward' arrangement is designed to avoid unreasonable work patterns in the final week of a settlement period.

Employees are responsible for managing their flexi time, should the needs of the business require an employee to work additional time, which may result in hours being 'lost', the employee must discuss this with their line manager in advance of the event. The line manager will have discretion to make alternative arrangements e.g. overtime.

## **8. ANNUAL LEAVE CREDITS**

Leave will be credited as 37 hours for a week and 7.5 for a day, Monday to Thursday and 7 hours for a Friday. A ½ day, Monday to Thursday, will be credited as 3¾ hours..

For maintenance staff who work a 39 hour week leave will be credited as 39 hours for a week, 8 hours for a day, Monday to Thursday and 7 hours for a Friday. A ½ day will be 4 hours Monday to Thursday and 3½ hours for a Friday.

## **9. OVERTIME RECORDS & FLEXI-SYSTEM**

Overtime working is not recorded using the Flexi Time system.

Overtime is normally arranged and approved in advance between the line manager and the employee. Approved overtime may start at any time after 5:00pm.:-

- a) Subject always to the conditions relating to overtime.
- b) Staff in debit with their flexitime can only commence overtime working from 6pm

## **10. DISCIPLINARY ACTION**

Any abuse of this policy will be a disciplinary offence that can result in disciplinary action up to and including dismissal.

## **11. EQUALITY & DIVERSITY**

This Policy will always be carried out in accordance with Weslo's Policy of Equality & Diversity which aims to promote diversity, fairness, social justice and equality of opportunity by adopting and promoting fair policies and procedures.

## **12. PUBLICISING AND AVAILABILITY**

This policy is available on the Weslo website, to Board and staff members and any other key stakeholders. Copies are available free of charge. A summary of this policy can be made available in other formats and languages.

## **13. MONITORING & REPORTING**

This policy will be reviewed regularly to ensure compliance with applicable legislative changes, changes within the organisation and best practice