

APPENDIX 4

Flexitime Policy

1. Introduction

The purpose of the Flexitime system is to support the operational flexibility of Redditch Borough Council services, and give employees a greater flexibility in the hours that they work, thus supporting a better work life balance.

Flexi time allows employees to have a degree of flexibility in the hours that they work, whilst ensuring that offices are covered throughout opening hours. The whole operation of the scheme is based firmly on the principle that the needs of the service and the Council's core standards of customer care must have absolute priority. The Council maintains the right to manage flexitime for the benefit of its quality of service.

The purpose of this document is to ensure that Council employees understand, and adhere to, the arrangements for utilising a Flexitime system as the basis for managing operational cover.

2. Flexitime policy

The Council's Flexitime system is based upon contracted hours of 37 hours per week, which equates to 7 hours 24 minutes per day. For a part-time employee or employees working on a job-share basis their standard day would need to be calculated on a pro-rata basis to the normal 37 standard full time hours.

The flexitime system will be available to as many services as possible, but the Council can exclude any employee from the scheme and require him/her to work standard office hours at any time, based on the needs of the service.

As the flexitime system exists to ensure quality of service, all managers must implement the system in such a way to ensure that sufficient cover is maintained for all areas during standard office hours. Employees also have a duty to ensure office hours are covered and that they are working their contracted hours.

Employees participating in the scheme must ensure that, upon resignation, their flexitime record does not show a debit/ credit balance on their last working day.

Hours of Work

The flexi-scheme will operate between 8am and 7pm. All employees are required to take at least a 30 minute lunch break after no more than 6 hours in accordance with Working Time Regulations.

A minimum of 4 hours per day must be worked, and employees will have discretion over lunch breaks and start/finish times. However, if service needs are identified, certain provisions may be put in place by the service manager.

Standard contracted hours of work for employees of the Council are as follows:

9am until 5pm Monday – Friday

One whole day's paid absence will count as 7 hours and 24 minutes, a half day as 3 hours 42 minutes.

Flexitime Accounting Period

The accounting period is one calendar month. All debit and credit balances at the end of each accounting period will automatically be carried forward to the next period.

The maximum carry forward is 15 hours (credit or debit), at the end of the annual leave year. A maximum of two days flexitime per calendar month (pro rata for part time employees), can be taken, to be approved by line management. However, this may be varied by line management agreeing with employees a lesser amount, which may be taken during specified peak periods, and a greater amount which may be taken during quiet periods; providing this does not exceed a total amount allowable of 24 days in any one year.

Managers must ensure that flexi balances are monitored throughout the year to ensure that excessive credit and debit hours are not accrued.

Taking Flexi leave

Although employees will have flexibility in the taking of lunch breaks and start/finish times, the taking of Flexitime remains at the discretion of line managers, and subject to any operational requirements that may arise.

A maximum of two days flexi leave may be taken per month, (pro rata for part time employees).

Varying Start & Finish Time

Employees may leave early / come in late in accordance with the hours during which the flexi time scheme operates. Any flexi time taken that is in excess of

2.5 hours in either the morning or afternoon will be classed as half day flexi / annual leave, and must be recorded and approved in advance, in line with this policy or the annual leave policy. The 2.5 hours will be calculated in accordance with the normal operating hours of the service.

Therefore, where offices are open at 9am employees may arrive up to 11.30am without booking half a day flexi / annual leave. For offices that open until 5pm an employee may leave as early as 2.30pm without booking half a day flexi / annual leave.

If employees wish to significantly vary their start and / or finish time, they must gain approval in advance from their line manager and call the office, to confirm their whereabouts, for Health and Safety reasons.

Flexi Leave Recording

Employees must keep an accurate record of Flexi time, to be recorded on the electronic timesheet, available on the Orb. A copy should be sent to the line manager for monitoring at the end of every month.

All flexi leave booked must be recorded on the annual leave card, and authorised by line management, prior to leave being taken.

Time off for Medical Appointments

For those services operating a flexitime scheme, employees must take appointments as Flexi leave/ time, except where appointments are consultant led, and appointment times cannot be varied. Where appointments are consultant led / treatment (this includes maternity appointments), the time worked by the employee and the time absent from the workplace will be credited up to half a day (3 hours 42 minutes). Employees will need to gain prior approval for all medical appointments, from their line manager, who may ask the employee to provide evidence of the appointment.

For those services that do not operate the flexitime scheme, employees must endeavour to make all appointments outside of working hours. For employee led appointments, no time will be credited, and employees will be expected to use annual leave or make arrangements with their line manager to make up the time. Where appointments are consultant led (this includes maternity appointments), time will be credited. Employees will need to gain prior approval for all medical appointments from their line manager, who may ask the employee to provide evidence of the appointment.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.