

GREAT & LITTLE PRESTON PARISH COUNCIL

FLEXITIME POLICY

Overview

1.1 Flexitime is an important element of the Parish Councils approach to flexible working. Flexitime is always subject to business need. This means that working patterns can vary, as the type of work and expectations will be different.

1.2 Flexitime means that people can have an element of choice in when they work, across the day, week, or longer period.

1.3 The Parish Council values work/life balance and the flexitime policy is designed to provide the appropriate balance between work and personal commitments to avoid working excessive hours and support colleagues in all aspects of their life. It should not be misused and can be revoked if necessary.

1.4 Flexitime is managed in a four weekly cycle to help handle peaks and troughs in hours worked.

1.5 This policy does not affect contracted hours but sets out guidance on how to manage those hours.

2. Flexi-Sheet

2.1 A flexi sheets allows colleagues to record their time worked, irrespective of working pattern. Line managers should ensure their direct report(s) maintain an accurate record of time worked and are advised to regularly monitor their direct report(s) credits or debits.

2.2 Any agreements regarding what is recorded on the flexi sheet, should be retained in writing. This includes agreements as to how to reduce a flexitime credit or debit to nil and flexileave requests.

3. Working hours

3.1 Under this policy, there are no core hours to work and no set hours when colleagues may not work. Working hours are always subject to business need and line manager agreement, although line managers should consider individual circumstances.

3.2 Should colleagues wish to deviate significantly from their normal working pattern, this must first be discussed and agreed with the line manager.

4. Breaks

4.1 All colleagues (unless under 18) working more than six hours in a day must take a minimum break of 20 minutes. A break of 30 minutes is recommended for colleagues working more than six hours in a day, especially if they are working more than eight hours. This break should not be at the start or end of the day.

4.2 It is expected that breaks are recorded on the flexi sheet.

5. Flexitime Limits

5.1 Colleagues and their line managers are equally responsible for complying with flexitime limits.

5.2 Colleagues may build up a flexitime credit and debit up to 4.5 Hours over a four-week period. Any hours worked beyond flexitime credit limits would normally be lost at the end of the four-week period; line managers should review this regularly, including discussing working patterns, and the reasons for exceeding limits (for example high work volumes or personal events), with colleagues.

5.3 Line managers retain the responsibility to ensure their direct report(s) are meeting their contracted hours and can escalate the matter to act for excessive flexitime debit.

5.4 Line managers must be reasonable in allowing staff to take flexileave (for example to avoid excess credits being built up

and/or being continuously carried forward without a plan to reduce the balance).

6. Flexileave

6.1 Flexileave is time that colleagues can take away from work.

6.2 Colleagues may request to take up to 8 hours of flexileave in one four-week accounting period, if this does not leave a flexitime debit more than the limits outlined above at the end of the four-week period.

6.3 If there are operational reasons why flexileave is refused, and colleague's flexitime credit limit is excessive, line managers must agree alternative arrangements. Persistent excessive credit and debit should be thoroughly investigated.

6.4 In any periods that are anticipated to be exceptionally busy, line managers may consider asking employees to work back any flexi debits that have accrued over a previous period. This should be exceptional and be for a limited period of no more than four weeks.

7. Emergency and Exceptional Circumstances

7.1 This section provides guidance on how to apply flexitime in certain circumstances but is always subject to line manager discretion and business need. Suggested time given should be pro-rata to reflect normal working pattern of the colleague. When time off under these circumstances is approved, it should be recorded in the flexi sheet as a credit.

7.2 Medical appointments

- Colleagues should make reasonable effort to attend medical appointments in their own time, wherever possible. If this is not possible, line managers can allow their direct report(s) to attend and record the absence.

7.3 Leaving the Parish Council

- When a colleague is leaving the Parish Council, they must work with their line manager to reduce their flexitime credit and debit limit to nil.

7.4 Domestic Emergencies

- These should normally dealt with under the special leave policy, but at the discretion of the line manager, may be recorded as a flexitime credit if it results in an absence of less than half a working day.

8. Withdrawing flexitime

8.1 Access to flexitime is always subject to business requirements and can be removed in the following circumstances:

- As a possible disciplinary measure after formal conduct and discipline procedures.
- In the event of industrial action.
- During temporary periods of exceptional work requirements of staff circumstances.

8.2 If flexitime is withdrawn, colleagues will normally be expected to work standard hours

8.3 Flexitime may be reinstated at the end of a specific period, or as soon as possible depending on why it was withdrawn.

8.4 Repeated breaches of the flexitime policy are likely to result in conduct and disciplinary procedures being taken, with the potential outcome of standard hours being imposed.

Policy adopted by Great & Little Preston Parish Council on

20th October 2021

Signed _____(Chair)