

Flexitime Principles: Guide for Managers

The below principles have been designed to help provide guidance on how a Flexitime Scheme will work in a department. They should be shared with staff prior to implementing Flexitime to ensure expectations are clear.

Please note, these are just a draft guide for managers, so should be amended to suit individual, service and team requirements. Of note, introducing a flexitime scheme does not invalidate management's requirements to ensure that a satisfactory level of service is maintained to meet operational needs.

Prior to completing the principles, it is important to consider:

- What are the busiest times that would require all staff to be in?
- What is the flexibility outside of these hours for staff around their start and finish times?
- If enabling credit/debit of hours how much can be accrued or owed in one period
- How are staff going to record the hours that they worked/ owed and how regularly does this need to be reviewed?

Example Principles for Flexitime Scheme for X Department / Service

INTRODUCTION

Scope

- a) This document outlines the local guidelines for flexitime working for staff in XXXX

Purpose

- a) Flexitime allows staff to work more flexible hours by coming into work later, going home earlier, or having a longer lunch break than a set pattern of working hours would dictate.
- b) The purpose of the scheme is to allow the needs of the workplace to be effectively met, whilst offering flexibility to staff to balance personal commitments. It is not designed as an opportunity for staff to maximise time off or as a means of boosting annual leave entitlements.
- c) Participation in the flexitime scheme is optional, and you may elect to maintain your 'normal' working hours

Principles of Flexitime Working

- a) There is a guiding and over-riding principle that this flexibility should be achieved without adverse effect on the overall efficiency of the team or service. It is a pre-requisite that the operational demands of the department and Trust must always be met.
- b) Staff will be required to attend key team meetings; including informal huddles where possible. Flexitime working should not preclude attendance at these meetings.
- c) The XXX department must remain fully accessible during core hours of **Xam to Xpm**, and so the degree of flexibility that can be expected must accord with that requirement. The success of the flexi-time scheme requires close cooperation within and between teams to ensure arrangements are in place for the activity of our departments to be adequately covered between **X am and X pm** (delete if not required).

- d) No team member should work hours which impair the efficiency of their team or the service overall. This scheme needs to be applied fairly and equitably
- e) Management reserve the right to suspend flexitime for a set period to meet operational requirements. Advance notice will be given when this is to occur. Such suspensions could be set annually or may be ad hoc in nature.
- f) These principles will be reviewed 6 months after implementation, and regularly thereafter, with conditions subject to change based on review.

Governing Principles

Working Day

- a) The earliest and latest permissible working hours for the flexitime scheme are XX and XX hours, X – X (days).
- b) Core hours are X am – X pm. Staff must be working during this time unless you are on leave or have arranged otherwise with your manager.
- c) All staff should who work over 6 or more hours in a day should take at least a 30-minute lunch break. For staff under the age of 18 years, a minimum break of half an hour is required after four and half hours in accordance with the working time regulations
- d) Flexitime does not apply if XXXX (delete if not required).

Credit/Debit of Hours (delete if not required).

Credit of Hours

- a) Within flexitime members of staff can build up a 'credit of hours' i.e., where they have worked over their contracted hours. 'Credit' hours accrued as a result of the scheme must be taken as flexi leave and subject to the following principles:
 - Hours must be accrued in advance of taking flexi leave;
 - Any request to take more than one hour of flexitime in any one day must be agreed with the line manager in advance. A request may be refused if minimum staffing levels cannot be maintained;
 - A maximum of XXX (e.g., a day) pro rota of 'credit' may be carried over from one X week period to the next. Any surplus more than XX hours/day pro rota will be lost;
 - The use of 'credit hours' should not result in a pattern of regular time off from work i.e., every other Friday afternoon as this is not flexitime but a set schedule of working hours.

Debit of hours

- a) On occasion within the flexitime scheme, member of staff may have a 'debit' of hours i.e., where they have worked under the contracted hours 'Debit' hours accrued as a result of the scheme are subject to the following principles:
 - Members of staff are expected to work their contracted hours within the flexitime framework as much as possible.
 - The maximum carry forward of a deficit of hours should only be XX (e.g., half a day) pro rota over a X week period. Where a member of staff falls into a

deficit with their contracted hours this will be carried into the next X week period and expected to be reworked during that X time.

- Where there is a debit of more than XX hours at the end of a X week period annual leave will be used to make this time up
- Where a member of staff repeatedly falls into a deficit this may lead to the member of staff being removed from the flexi system and required to work the standard working day work pattern.

Recording of Flexi-hours

- a) Staff who participate in the flexitime scheme must keep a clear and accurate record of hours worked. *Detail where this should be recorded here*
- b) Flexi records should be reviewed by your line manager on a X weekly basis and a record should be kept for up to X months.
- c) It should be noted that deliberately falsifying a flexitime record is misconduct which will be dealt with in accordance with the normal disciplinary procedure.
- d) Managers will regularly review working time recorded and be alert to working times that appear to have been recorded incorrectly, adjusted since the last record was provided or are not compatible with the operational needs in their service or the Trust.

Other

- a) This scheme is based on mutual trust and confidence and if it is identified that the system is being abused then it may be removed for that individual or team at any time.
- b) It is not a contractual right and can be reviewed at any time, including on an annual basis or when staff leave/join the department or University. 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
- c) Time taken for medical appointments is covered in the Sickness Absence Policy