**Flexible Working Hours Policy**

Agreed by Board on 19.5.20

Date for next check:

### **Introduction**

The flexible working hours scheme is based on the idea that of All Wales People First work must have priority.

All Wales People First recognises that flexible working can be good for the organisation and for employees.

Flexible working hours can give employees some control over their hours of work. This can enable employees to manage work, family and other commitments more easily.

The flexible working hours policy also works well in situations when staff need to work outside their contracted hours because of work travel or because there are specific work deadlines.

### **Application of the scheme**

The flexible hours working policy is for all All Wales People First staff.

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| **Restrictions** |
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| An employee may be needed to work at set times during core business hours on any day. |
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| For example:  Enquiries via social media and admin@allwalespeople1st.co.uk must be managed by someone during core business hours.  All members of the staff team cannot take flexi leave during core hours at the same time.  All staff must look at the shared Office 365 or Outlook calendar to check whether taking flexi leave will mean that there is nobody else working during core hours.  All staff must write in the shared Office 365 or Outlook calendar when they are working from home, when they are out at meetings or events, and when they are not working during core hours.  Full or half day flexible working leave must be agreed in advance by a line manager. |
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| **Being honest** |
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| The Flexible Working Hours policy depends on upon the goodwill and honesty of employees.  Employees must be honest about the hours they have worked when filling in their timesheets. |
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| Employees are responsible for making sure that the information on their time sheets is correct. |
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| Employees who do not use flexible working hours in in the right way on purpose, will be liable to disciplinary action.  Random checks may be carried out by line managers and anyone who has not followed the rules may not be able to use the flexible hours working policy any more.    All Wales People First’s disciplinary procedures will be followed for any employees who break the rules in a serious way on purpose. For example:  For employees who enter lots of wrong working times on their time sheet on purpose. This could be classed as gross misconduct and, dismissal is a possible outcome. |
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| **Definitions** |
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| Lots of terms are used in this policy. This is what the terms mean. |
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| **Core time** Times when all staff must be working (in their home office or at a meeting or event), unless they are ill, have booked annual leave or have agreed with a line manager not to be working for another reason. |
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| **Flexible time**  Parts of the day when employees can choose their working hours. |
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| **Settlement period** At the end of each month employees need to compare their contracted hours with how many hours they actually worked. |
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| **Contracted hours** This is the total number of hours each member of staff has to work. For full time staff the contracted hours are 37 per week. |
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| **Carry over hours** The flexible hours working policy allows staff to work more or less hours than their contracted hours in the settlement period of one month, but no more than the limit which is set out below. |
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| **Flexible leave** time that can be taken in addition to annual leave when additional worked hours have been accumulated by an employee.  **Working window** Any hours worked outside 6am- 9pm must be authorised in advance with the Chief Executive. |
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| **Flexible working hours** |

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| **Core Time** | - | 10.00 am |  | 12 noon |
|  |  | 1.00 pm | - | 3.00 pm |
| **Working window** |  | 6.00am |  | 9.00pm |
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| **Settlement period** | - | 1 month |  |  |
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| **Contracted hours** | - | 37 hours for full-time staff  Pro rata for part-time staff | | |
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| **Standard day** | - | 7 ½ working hours |  |  |
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| **Carry over hours** | - | Credit = 21 hours (pro rata for p/t staff) | | |
|  |  | Debit = 7 1/2 hours (pro rata for p/t staff) | | |
|  |  | Staff should aim to keep nil hours at end of 1 month (settlement period). | | |
| **Flexible time** | - | Before 10am  12noon - 1pm, and after 3pm. |  |  |
| **Flexible leave** | - | To be taken in blocks of 30 minutes. |  |  |

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| **Core time** |
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| Apart from annual leave, sick leave and special circumstances leave (see Special Leave policy) staff must be working. |
| Absences during core time are not allowed unless agreed with a line manager. |
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| **Lunch Break** |
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| Where staff work more than 6 hours they need to take a break for lunch normally between 12 noon and 1.00 pm. The lunch break must not be less than 30 minutes and the maximum is 1 hour. |
| Example:  Start time of 8am – 2pm or 12pm – 6pm– no break needed  Start time of 8.00am – 2.01pm, or later – lunch break needed. |
| Standard working week / hours |
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| For the purpose of working out annual leave, sickness leave and authorised absences (such as maternity, paternity leave) the following standard times will apply. |

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| Week | - | **37 hours for full time staff (as contracted for part time staff)** |
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| Day | - | **7.5 hours (as contracted for part-time staff)** |
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| If employees have a part day sickness, we will credit for the sickness period; please see your line manager on how to record this. |
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| **Maximum/minimum hours to be worked in a week** |
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| All employees are responsible for letting their line manager know and for agreeing changes to their normal working patterns. |
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| Employees must follow Working Time Regulations which set a maximum working week of 48 hours. The maximum can be averaged out over a 17 week period. |
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| **Credit Hours** |
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| **Credit hours of more than the agreed number of carry over hours at the end of a month (settlement period) will be lost.** |
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| In exceptional circumstances, these hours must be credited by a line manager if the Chief Executive agrees. |
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| **Debit hours** |
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| Debit hours are hours that the employee owes to All Wales People First because they have worked less than their contracted hours. No employee should carry over a debit balance of more than 7 ½ hours (pro rata for part time staff).  Any un-worked hours more than the limit will be unpaid absences and can mean that you will only be paid for the hours you worked.  Working less hours more often than you are allowed to could lead to disciplinary action against you. |
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| **Termination of employment** |
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| Employees leaving the employment of All Wales People First will need to make sure that they have worked the right number of contracted working hours by the time their employment ends; otherwise an adjustment to pay will be made.  Credit hours will not normally be paid, unless the Board and Chief Executive agree. |
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Time sheets must be submitted to your line manager by the end of the first working week after a calendar month, or payment for the subsequent month could be delayed or withheld, subject to verification of hours, and that the hours worked meet the organisation flexible working policy.