

Flexible Working Hours Policy

Introduction

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.

All Wales People First work must take priority.

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 applies to all staff.

Restrictions

An employee may be needed to work at set times during core business hours on any day. It wouldn't be practical for the work to be done at other times of the day or night.

For example:

Enquiries via social media and admin@allwalespeople1st.co.uk must be managed by someone during core business hours.

It is possible to take flexi-leave during core hours but not everyone on the staff team can do this at the same time. At least one person in each team must be working during core hours.

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.

Being honest

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.

Employees are responsible for making sure that the information on their time sheets is correct.

Employees who do not use flexible working hours in in the right way on purpose, who deliberately enter wrong working times on a time sheet, or who lie about the hours they have worked, will be liable to disciplinary action. All Wales People First's disciplinary procedures will be followed for any employees who break the rules in a serious way on purpose.

Random and for-cause 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 anymore.

Definitions

Lots of terms are used in this policy. This is what the terms mean.

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, flexi-leave or have agreed with a line manager not to be working for another reason.

Flexible time Parts of the day when employees can choose their working hours.

Settlement period The comparison, made at the end of each month, between employees' contracted hours and how many hours they actually worked.

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. For part time staff, it is the hours stated in their contract.

Carry over hours The flexible hours working policy allows staff to work more or fewer hours than their contracted hours in the settlement period of one month, but no more than the limit which is set out below.

Flexible leave (or flexi leave) time that can be taken in addition to annual leave when additional worked hours have been accumulated by an employee.

Working window The hours outside 6am- 9pm. If these are worked, it must be authorised in advance with the Chief Executive.

Flexible working hours

Core Time	- 10.00 am	- 12 noon
	1.00 pm	- 3.00 pm
Working window	6.00am	- 9.00pm
Settlement period	- 1 month	
Contracted hours	- 37 hours for full-time staff Pro rata for part-time staff	
Standard day	- 7 ½ working hours (Monday-Thursday)	
	7 hours on a Friday	
Carry over hours	- Credit = 21 hours (pro rata for part-time staff) Debit = 7 1/2 hours (pro rata for part-time staff)	

Staff should aim to keep nil hours at end of 1 month (settlement period).

Flexible time (or flexi time) - Before 10am
12noon - 1pm, and
after 3pm.

Flexible leave (or flexi leave) - To be taken in blocks of 30 minutes.
You can also take a full day or half day.

Pro rata Calculated proportionately. For example, if a full time employee works 37 hours per week and is allowed a credit of 21 hours, an employee who works 18.5 hours per week would be allowed a credit of 10.5 hours

Core time

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.

Lunch Break

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

For the purpose of working out annual leave, sickness leave and authorised absences (such as maternity, paternity leave) the following standard times will apply.

Week - **37 hours for full time staff (as contracted for part time staff)**

Day - **7.5 hours (as contracted for part-time staff)**

If employees have a part day sickness, we will credit for the sickness period; please see your line manager on how to record this.

Maximum/minimum hours to be worked in a week

All employees are responsible for letting their line manager know and for agreeing changes to their normal working patterns.

Employees have the right to opt out of the Working Time Regulations which set a maximum working week of 48 hours. The maximum can be averaged out over a 17-week period.

Credit Hours

Credit hours of more than the agreed number of carry over hours at the end of a month (settlement period) will be lost.

In exceptional circumstances, these hours must be credited by a line manager if the Chief Executive agrees.

Debit hours

Debit hours are hours that the employee owes to All Wales People First because they have worked fewer than their contracted hours. No employee should carry over a debit balance of more than 7 ½ hours per month (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 fewer hours more often than you are allowed could lead to disciplinary action against you.

Equality and Diversity

We are committed to being flexible around holidays, bank holidays and working patterns to accommodate any cultural or religious practices for our staff.

Some staff may want to swap time off for current observed bank holidays and take time off for other religious festivals instead.

Adjustments can be made to accommodate faith needs of staff, for example providing time and a space to pray, meditate, or time off for important religious festivals or fasting.

Flexible working and time off can be arranged with your line manager.

Termination of employment

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.

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.