

Warwickshire County Council

FLEX-TIME SCHEME

The aim of this guidance is to provide details of the established Flex- Time scheme, which applies mainly to office-based staff who work a traditional pattern of hours.

The Council is moving to a more flexible way of working than the Flex-time scheme, with no core hours and no need to rigidly record hours. Existing employees on the flex-time scheme are being given the option to move to the new way of flexible working. This move will be a permanent change to terms and conditions of employment and a return to the Flex-time scheme will not be possible.

From 1 January 2020 new employees to the Council are not eligible for the Flex-time scheme

1. Scope

- 1.1 A Flex-Time Scheme operates for employees based at Shire Hall and its associated offices (including the Fire & Rescue and Trading Standards headquarters) and the Council's area or divisional offices
- 1.2 The scheme does not apply to staff who, by the nature of their work, are required to work fixed hours.
- 1.3 Flex-time leave does not apply to Management Band staff.
- 1.4 Only employees whose hours of attendance at work are recorded will be entitled to participate in the scheme.
- 1.5 Where **both** management and employees agree, employees may choose not to operate the Flex-time scheme, which will obviate the need to rigidly record hours. However, this will also mean the loss of entitlement to flex-time leave, although reasonable time-off in lieu arrangements could still exist.

2. Working Hours

- 2.1 The hours during which the offices will be open to the public shall be 9 a.m. to 5.30 p.m. (5 p.m. on Friday) but appointments may be made at any time during 'flexible hours'.
- 2.2 All eligible employees will be required to work during 'core time' which will be from 10.00 a.m. – 12.15 p.m. and from 2.15 p.m. – 4.30p.m. each day (4.00 p.m. on Friday).

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- 2.3 The 'flexible hours' will be from 8.00 a.m. to 10.00 a.m., 12.15 p.m. to 2.15 p.m. and from 4.30 p.m. (4.00 p.m. Friday) to 6.30 p.m. each working day. The lunch break shall not be less than half an hour and not more than two hours to be taken between the hours of 12.15 p.m. to 2.15 p.m. each day.
- 2.4 All eligible employees shall record their times of arrival and departure at the beginning and end of each day and at lunchtime, by a method approved by their Director.

3 Flex-time

- 3.1 The time of arrival and departure of employees during the flexible hours is a matter of personal choice, subject to the working arrangement within individual sections being agreed by the manager and subject to the demands of the employee's job.
- 3.2 The accounting period for flex-time will be over a period of four weeks and based on a 37-hour working week. Not more than 12 hours credit or 4 hours debit may be carried over to the following accounting period.
- 3.3 Part-time employees shall be entitled to take flex-time leave on a proportional basis.
- 3.3 For part time employees the credit and debit hours which may be carried forward shall be as follows:

	Credit Hours	Debit Hours
Employees working less than 17 hour per week	6	2
Employees working 17 hours or more and less than 30 hours per week	8	3
Employees working 30 hours or more up to 37 hours per week	12	4

4. Flex-time Leave

- 4.1 Employees may take flex-time leave during the accounting period following that to which it relates as one full day at 7.40 hours (7 hours 24 minutes) or up to two half days at 3.70 hours (3 hours 42 minutes), provided they are sufficiently in credit at the end of the previous accounting period.
- 4.2 All flex-time leave will be granted subject to the demands of the Council's services. Reasonable notice must be given to the appropriate manager who will decide, having regard to the workload of the section and the hours that the employee has worked, whether permission should be granted.

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- 4.3 In some working situations it may be necessary for the manager to set a rota for the taking of flex-time leave. However whenever possible the wishes of the individual will be observed.
- 4.4 Exceptional circumstances may arise which prevent an employee taking flex-time leave in the appropriate accounting period. Only in these circumstances and with the approval of the appropriate manager may the extra credit hours be carried forward to a subsequent accounting period. In all other cases the credit hours standing to the employee concerned will be reduced to a maximum of 12 hours.
- 4.5 Where carried forward debit exceeds the prescribed limit, the employee will not be allowed to participate in the flex-time leave arrangements for the following three accounting periods unless there is a reason for the excess debit which is acceptable to the manager concerned.

5 Overtime

Overtime for which payment will be claimed must be approved in advance and must be worked outside the recorded hours, i.e. if an employee has worked sufficient hours by 5 p.m. they may commence overtime at that time provided they have 'clocked off' or 'signed off' and agreed that time of commencement of the overtime with the manager. Failure to do so will be regarded as an abuse of the system.

6. Private Appointments

All private appointments must be made outside 'core time'. Appointments made in flex-time will be in the employee's own time and no claim may be made for the time on the clock card/time sheet. However, if medical appointments can only be made in 'core time' then employees, with the approval of the manager, may claim the time on the clock card/time sheet.

7. Abuse of the Flex-time System

Where it is established to the satisfaction of an Director that an individual has abused the flex-time system, they will have both the flex-time and flex-time leave facilities withdrawn for no less than three accounting periods. This can be extended up to a period of a year depending on the circumstances and is entirely without prejudice to any further disciplinary action being taken.

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