

Appendix 8

Flexitime scheme Guidance

Flexitime is available to most staff who are on Bracknell grades, who do not work a shift rota or set hours. Your statement of terms and conditions of employment will tell you if you are entitled to work under the flexitime scheme.

How it works

A normal working week under the flexitime scheme is 37 hours.

A standard time of 7 hours 24 minutes per working day has been agreed.

A flexible day is between 7:30am to 7:30pm. You may work outside this time with prior approval from your director.

Full time employees must work a minimum of 4 hours in one day.

Part time employees who normally work less than 6 hours per day, but work at least 4 hours per day, should regard their minimum day as 3 hours. If they work less than 4 hours, the minimum day is 2 hours.

Part time employees who work 6 hours and over use the 4-hour minimum.

Lunchtime

Lunchtime can be taken at any time provided that there is cover within the section, but an employee may not work any longer than 5 hours continuously without at least a 30 minute break.

Late start and early finish

If an employee wishes to arrive at work after 10am or leave before 3pm they must request permission from the manager in advance. This is to make sure operational requirements are met.

Sections are advised to make sure all members of staff are aware of such arrangements, for example by using a whiteboard to indicate the late start or early finish.

Homeworking and flexitime

Any arrangements for homeworking count as part of the day's hours in the flexitime scheme.

An employee can, by arrangement with their manager, leave work early and take work home to complete or work from home without coming into work. This work may be done outside the normal span time of 7:30am to 7:30pm.

Cover time

Cover time is for any department or section that has direct contact with the public. Adequate cover must always be provided between 8:30am to 5pm to maintain current service levels.

Settlement periods

The hours worked each week may vary but by the end of the 3 month settlement periods (ending June, September, December and March) no-one should be more than 10 hours in credit or 5 hours in debit.

Up to 10 hours credit and 5 hours debit may be carried over to the following quarter.

More than 10 hours credit or 5 hours debit may only be carried over by agreement with the department head in exceptional cases. Where such an additional carry over is agreed, the debit and credit times must be returned to the normal limits by the end of the following quarter.

Recording hours of work

All employees must record their times of arrival and departure.

No member of staff will sign the register for anyone but themselves. All entries are to be made at the time of arrival and departure.

Any member of staff who travels directly to a site or meeting from home, will be permitted to enter on the register for that day, the time when they left home as their start time. If travelling directly home from a site or meeting they will enter the time they left the site as their finishing time.

If an employee attends a conference or seminar with permission, then the hours of attendance each day must be agreed with the manager beforehand for recording purposes.

Recording absence

In all cases, the reason for absence must be noted against the relevant day on the register. A day's leave or sickness will be recorded as 7 hours 24 minutes. Half a day will count as 3 hours 42 minutes.

Credit hours will not be given for medical, dental and hospital appointments. However, in accordance with the national conditions, credit time will still apply to antenatal appointments and cancer screening.

Leavers

An employee who works flexible hours may do so even whilst serving out their notice, although the council is entitled to expect all contractual working hours to have been completed on termination.

Whilst the initiative in determining hours will be left to the employee, the final salary payment will be adjusted if all debit time has not been made up. Any additional hours owed will not be paid and must be taken.

Problems with flexitime

The success of the scheme hinges on trust and any member of staff who abuses the scheme will be dealt with under the disciplinary procedure.

Similarly, any member of staff who believes they are not being fairly treated under the scheme may follow the grievance procedure if they so wish.

Your right to ask for flexible working

Eligible employees also have the right to ask for a change in their working hours or working arrangements. Any requests must be given careful and timely consideration by managers.

Further details are available in the employee's right to ask for flexible working.