



Flexi Scheme Policy

1 Purpose

1.1. This policy describes the entitlement of employees to use flexi-time. The flexi-scheme is intended to allow employees to work pre-arranged times that suit their individual circumstances whilst ensuring that service standards are maintained.

2 Scope

2.1. This policy applies to all Students' Union staff employees, full and part time, permanent and temporary, unless they are specifically employed to work a set pattern of hours or set shift. Any individual may choose not to take advantage of the scheme.

2.2. Excluded categories are:

| Department | Post | Reason |
|---------------|-----------|--|
| Student Staff | All staff | Fixed shift patterns of service delivery |

3. Standard Hours

3.1. All employees shall agree their standard working arrangement with their Line Manager. Standard working hours may be agreed which include working different hours on each day of the week.

3.2. The standard working day is defined as a period of 8 hours, subject to the following limits:

| | |
|----------------------------|------------|
| Earliest commencement time | 8.00am |
| Latest Commencement time: | 10am |
| Minimum lunch period | 30 minutes |
| Maximum lunch period | 2 hours |
| Earliest finish time | 4.00pm |
| Latest finish time | 6.00pm |

3.3. Lunch break must be taken between 12.00pm and 2.00pm unless the Line Manager approves alternative arrangements. Student Staff, as specified previously, may be expected to take their lunch break outside of these hours to ensure delivery of service in this key trading period.

3.4. Core periods are 10.00am to 12.00pm and 2.00pm to 4.00pm. During these times all staff are expected to be working unless they are taking authorised absence.

4. Recording

- 4.1. Each employee is required to record her/his arrival time at their place of work, record times in and out for lunch, record the time they leave their place of work and record any special entries in respect of visits or off-site starts and finishes. Each individual is responsible for ensuring their own accurate recording of all times of attendance. All sheets belonging to staff should be kept in a central location on the Shared Drive - S:\Students Union\Human Resources\Flex record for a period of six years (in order to provide evidence of hours worked in case of inspection by HMRC).
- 4.2. Each employee will calculate the number of hours worked in each week and each accounting period. The accounting period is a fixed four weekly block and contractual hours for the accounting period will be 4 X contractual hours e.g. for a full-time member of staff it will be 4 X 35 = 148. Contractual hours for part time staff are pro-rata.
- 4.3. At the end of each accounting period employees may accumulate no more than 14 hours credit and no more than 7 hours debit to carry forward into the next accounting period. Credit in excess of 14 hours may be lost unless specifically agreed with the Line Manager. Credit hours may be used in the next accounting period, subject to approval of the Line Manager, or may be carried forward subject to the overall maximum of 14 hours not being exceeded. Debit and credit limits should be pro-rata for part time staff. Debit in excess of seven hours will need to be made up through making up the time in the following week. Where this is not possible, excess debit time will be deducted from annual leave or a deduction from salary. In exceptional circumstances, the Chief Executive Officer, in consultation with the Line Manager and employee, may authorise the carrying forward of a credit or debit in excess of the permitted maxima.
- 4.4. At the end of each accounting period the sheet must be signed as a correct record of hours worked and forwarded to the Line Manager. Each manager should regularly audit record sheets to ensure the scheme is being correctly implemented. Any instance where it appears the scheme is being incorrectly applied or abused should be reported to the Chief Executive Officer prior to further investigation.

5. Enhanced debit allowance in July and August

- 5.1. During July and August staff will be permitted and encouraged to have up to 28 hours debit to carry forward into the next accounting period, specifically August and September. This is to enable staff to build up a debit of flexible working hours ahead of September, thereby enabling management to better plan flexible working during the busy September period and reducing the build-up of credit in this period.

6. Reclaiming Hours worked

- 6.1. Where staff have worked additional hours and want to reclaim this back, these absences must be agreed at least one working day in advance with their Line Manager. Line managers reserve the rights to deny a request for time back if in taking the time back it would cause a major problem for that service or work area within the Union.

7. Special Circumstances

Starting and Finishing at another location

- 7.1. Where an employee starts or finishes the working day at a location other than the usual signing in/out point the actual times of starting and finishing will be added by the employee to their record at the first available opportunity. This should also be recorded as a special circumstance on the record sheet.

Work related travel

- 7.2. Where someone is required to travel outside normal working hours as part of their duties, they may claim the travelling time in excess of that usually incurred in travelling to their normal place of work as working hours. This should be recorded as a special circumstance on the record.

Working outside standard hours

- 7.3. Where an employee is required to work outside the normal standard hours these hours will be counted as working hours. This should be recorded as a special circumstance on the record.

Medical Appointments

- 7.4. Staff attending medical appointments (excluding ante-natal) are expected to arrange them outside core time and are expected to debit time lost. Appointments in core time should be approved in advance and will count as a debit against hours worked. In exceptional circumstances, emergency medical appointments may need to be arranged within core time. When this occurs, you must notify your Line Manager as soon as possible and this will count as a debit against hours worked. Appointments should be recorded as a special circumstance on the record.

Sick Leave

- 7.5. Sick leave will count as standard hours on the record.

Annual Leave

- 7.6. Annual leave will count as standard hours on the record.

Additional Hours

- 7.7. Where additional hours are worked outside the scope of the scheme at the request of the Line Manager and agreement of the employee these should be recorded as additional credits.

8. General Condition

- 8.1. Operation of this scheme is introduced on the understanding that it shall not reduce the efficiency of the normal activities of the Students' Union. The details of the scheme may be changed if at any time this condition is not being met. The opportunity to participate in this scheme may be withdrawn by the Chief Executive Officer, in consultation with the Line Manager and the employee, from any member of staff if s/he has consistently not met the requirements of the scheme in any respect. Falsification of record cards will be treated as fraud and penalties will apply in accordance with the disciplinary procedures.