

# Policy Guidance Note (No.28)

## Flexi-time Procedures – Guide to Housing Employees

Responsible Officer	Service Manager						
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## **1.0 Introduction**

- 1.1 This flexi-time policy applies to Housing Service office based staff only, and does not apply to DLO operatives or HSWs

## **2.0 Guidelines**

- 2.1 You may begin work between the hours of 07.30 to 10.00, and may finish between the hours of 16.00 and 20.00. All staff work 10.00 to 12.00 and 14.00 to 16.00, unless part-time.
- 2.2 If you expect a significant variance from your usual work pattern for the following week(s), you should discuss any variation from normal start and finish times with colleagues and your line manager to ensure there is sufficient cover.
- 2.3 A formal sign off by your line manager for this type of variation of hours is not needed, but you must inform your line manager and seek verbal approval.

## **3.0 Flexi-leave**

- 3.1 Up to 2 full days flexi-leave can be granted during any four week accounting period. There must be a minimum of 3 working days notice of any such request. Requests for half / full day flexi-leave should be made using the standard leave form, indicating that it is flexi-leave that is requested. For flexi-leave purposes a full day is 7h24. A half day is 3h45.
- 3.2 You must update the in / out board with your start and finish times, when taking flexi-leave. You should also update the in / out board to show when you are taking your lunch breaks during the day.
- 3.3 You must also update your calendar with details of your start / finish times, lunch break and any other absence from the office e.g. appointments, flexi-leave, annual leave etc.
- 3.4 If you are taking leave, or are out of the office, you must advise admin if your phone is being diverted from your usual number.

## 4.0 Recording

- 4.1 You must record work time **DAILY** on your individual electronic Flexible Working Hours Recording Sheet (FWHR) provided. If however your normal hours of work do not vary you may pre-populate the form with these hours. Any variations from this must be recorded as soon as practicable.
- 4.2 Your FWHR should be filed electronically at O:\Housing Service\Flexitime Recording Sheets and will be password protected. You must tell your line manager your password for your individual electronic FWHR.
- 4.3 At the end of the 4-week accounting period you should email your FWHR (as an attachment) to your line manager for approval. You should be aware however that your line manager may access your record at any time.
- 4.4 One day training courses where you are required to be away from your place of work for the full working day should be recorded as 7h24 (a notional day). This applies equally to full and part-time staff if they are required to attend for the full working day.
- 4.5 Where in the pursuit of duties, an employee goes direct from home to alternative place of business the starting time credited will be calculated by taking the time from home to alternative place of business, less the normal time from home to office if travelling time is greater than normal. Travelling time at the end of the working day will be calculated in a similar fashion. For example it normally takes you 15 minutes to get from home to the office, but you are going from home direct to Train Shetland, which takes you 20 minutes. If you leave home at 09.00, your start time for the day will be 09.15.
- 4.6 Where employees are required to attend meetings or training on the mainland and therein are away from their place of work for the full working day then this should be recorded as 7h24. This applies equally to full and part-time staff if they are required to attend for the full working day.
- 4.7 In addition any qualifying travel time undertaken during the band width period may also be recorded and contribute to flexi-time hours. Qualifying travel time means 'additional travelling time beyond your normal journey time from home to your normal place of work'. Travel time out with the band width is not claimable, without prior approval from the Head of Service. The band width is Monday to Friday 07.30 - 20.00.
- 4.8 Work out with the band width hours, including Saturday / Sunday working must be pre-authorized by your line manager, and approved by the Head of Service. Where work is required and authorised out with the band width hours; employees can agree with their manager for an equal amount of time

off at straight time or to allow the hours worked to contribute to their flexi-time balance.

- 4.9 Overtime will not accrue or be payable for additional hours worked during the band width hours of 07.30 to 20.00, unless pre-authorisation has been granted by the employees line manager, but they may contribute to the flexi-time hours balance.

## **5.0 Agreement**

- 5.1 All employees taking part in the flexi-time scheme agree to provide cover when asked for the service area exceptions listed below that have to be staffed Monday to Friday 09.00 to 17.00.

- Front desk x 2, Monday to Friday 9am to 5pm
- Duty Housing Officer, Monday to Friday 9am to 5pm
- Repairs Desk, Monday to Friday 9am to 5pm

- 5.2 Any abuse of the scheme by an employee may result in that employee being excluded from the scheme and returned to standard working hours. This may also result in disciplinary action being taken.