

Policy Guidance Note (No.29)

Flexi-time Procedures – Guide to Housing Line Managers & Supervisors

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 Employees wanting to vary their usual work pattern within flexi-time guidelines must inform you to seek your prior verbal approval.
- 2.2 Line Managers / Supervisors will have access to the electronic FWHR pertinent to their service and must review these periodically. Particular attention should be paid to:
- Check sheets are completed daily, if not, encourage employees to do so
 - On week three, if employees have a surplus / deficit in excess of what is permitted, enquire how they intend to work in week four to bring the time within what is permitted
 - On week four check that the surplus / deficit is within what is permitted
 - On receipt of the emailed FWHR, check and if satisfied, email Lynn Johnson the approved FWHR. If unable to approve please speak with the employee about this at the earliest opportunity.

3.0 Deficits

- 3.1 The maximum debit which may be carried over to the next accounting period is 7 hours 30 minutes.
- 3.2 Settlement of any debits must be made within the next accounting period.
- 3.3 Where at the end of an accounting period an employee is in debit, it is expected that a zero or credit balance will be realised during the next accounting period.
- 3.4 This should be discussed with the employee with the aim of reaching agreement on how this will be achieved. This would most likely be a commitment to work increased hours to make up the balance. However where this is not possible, outstanding accrued annual leave entitlement may be offset against the deficit; subject to the employee retaining the statutory minimum annual leave entitlement of 207 hours per annum. Persistent

breaches of this requirement will lead to a review of the employee's inclusion in the scheme.

4.0 Agreement

4.1 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

4.2 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.