



LEEDS
BECKETT
UNIVERSITY

Flexible Hours (Flexi-Time) Scheme Policy and Procedure

leedsbeckett.ac.uk

1. Operation of the Scheme

1.1 Application

- 1.1.1 The standard working week for full-time staff is 37 hours. The application of this scheme is governed by these hours, or pro rata part thereof for part-time staff. The majority of staff are required to work a set working pattern made up of 5 'working days' and 2 'rest days'. Outside of this we have staff who work shifts and some staff whose working days can vary from week to week. This Policy is written in a way to apply to the majority of staff who work a standard pattern, and who are full-time. However, it may be adapted to suit those staff on a non-standard working pattern, and staff who are part-time. Part-time members of staff will be provided with a 'notional' working pattern to define which days are classed as 'work days' and which are classed as 'rest days'.
- 1.1.2 Staff are expected to comply with all policies and requirements of our University in force from time to time in relation to the recording of Working Time. In this respect, our University has developed a Flexi-time Scheme, which should this be adopted in your local area, the rules herein, must be adhered to.
- 1.1.3 **Participation in our University's Flexi-time Scheme is not extended to staff within Grades 6-9.**

1.2 Hours

- 1.2.1 As outlined above, the standard full-time working week is 37 hours. The details of your starting and finishing times will be agreed with your manager. It is important that your manager and your colleagues know the hours which you will normally work, including your start and finish times. It is important to be clear that flexi-time does not mean that staff can vary their normal working hours on an ad hoc basis.
- 1.2.2 The flexi-time scheme divides the normal working day into two parts:
- Core time, the fixed period of time during which staff must be at work, and;
 - Flexi-time, the time during which staff have the opportunity to vary their working hours, and/or vary their start/finish times on particular days. Within this period, staff must adopt a 'standard' or expected start and finish time.
- 1.2.3 The core times are 10.00 - 12.00 hours and 14.00 - 16.00 hours based on normal office working hours. The flexible times are 08.00 - 10.00 hours, 12.00 - 14.00 hours and 16.00 - 18.00 hours.

1.3 Lunch Breaks

- 1.3.1 Staff must take a break of at least 30 minutes for lunch between 12.00 - 14.00 hours. The Manager may authorise departure from this period in special circumstances.

1.4 Period of Scheme

- 1.4.1 A four-weekly accounting period is used. Over each accounting period full-time staff must account for 148 hours (37 hours per week).

1.5 Accumulated Time

- 1.5.1 You may work more or less than the normal hours each day/week as long as you are present at all agreed core time periods and the minimum number of contracted hours (148) is accounted for in the accounting period. Up to a maximum of a standard working day's debit/credit may be carried forward between accounting periods. A standard day is 7 hours 24 minutes or 7.4 hours.

1.6 Leave Credits

- 1.6.1 Time accumulated during one accounting period may be taken as flexi leave within the same period, provided that not more than one standard working day (7.4 hours) is used as 'flexi leave' in any one accounting period. Such leave must be approved by your Manager in the same way as annual leave.

1.7 Standard Working Day

- 1.7.1 The standard working day is normally defined as a period of 7 hours 24 minutes and this figure should be used for recording absences in respect of annual leave, flexi-time, sickness, training courses and other authorised absences (see paragraph 2.4 below). This should be pro-rata for part-time staff.

1.8 Overtime

- 1.8.1 Overtime may continue to be worked according to existing Conditions of Service. For staff who are part of this flexi-time scheme, overtime will not be calculated until 7 hours 24 minutes has been worked in any one day and may only be claimed in respect of hours in excess of the contracted number (148 hours), in any four-weekly accounting period. All overtime working must be specifically approved in advance by the relevant Manager. Claims for overtime payments will be made in respect of each accounting period and payments will be made on the next date available following its close.

2. The Recording System

2.1 Record of Hours

- 2.1.1 You are required to enter your time of arrival and departure on the flexi-time record of hours worked for each working period including before and after lunch or other agreed break (either manual or electronic).

2.2 Starting or Finishing at Another Location

2.2.1 Where you start or finish the working day at a location other than your usual signing in/out point, you should indicate this on the flexi-time record of hours - in advance if known. The actual times of starting or finishing must be added to the flexi-time record of hours alongside this entry at the first available opportunity after the event.

2.3 Travel Outside Normal Area of Work

2.3.1 Where you are required to travel outside your normal geographical area of working, travelling time in excess of that usually incurred in travelling to your normal registration point may be claimed as working hours. Appropriate entries allowing for travelling time will be made in the special sections of the flexi-time record of hours as in 2.2 above.

2.4 Working Outside 'Flexi-time' Limits

2.4.1 Where you are required to work at times before 0800 and after 1800 hours, these hours of work will be credited as working time with the authorisation of your Manager. This provision will only apply in exceptional circumstances.

2.4.2 Attendance on training activities will not qualify under this provision and time spent on such activities will be recorded as either one half or one whole standard day (3 hours 42 minutes or 7 hours 24 minutes).

2.5 Recording of Flexi Leave

2.5.1 When an employee takes a full day off as flexi leave, zero hours are recorded on the flexi sheet for that day. Where an employee takes part of the day as flexi leave, the actual hours worked are recorded.

2.6 Annual Leave and Other Leave of Absence

2.6.1 The number of hours taken as annual leave should be recorded in the flexi record. For example, if the employee takes a full day as annual leave, this is recorded on the flexi record as being 'worked' a standard day. A week's leave would be recorded as 37 hours.

2.6.2 Other leave of absence requests, for example, hospital appointments, will be considered in accordance with our University Policy.

2.6.3 Where leave of absence is authorised with pay, and where the employee attends work on this day, the normal working hours for that day should be recorded. That is, the hours that the employee would otherwise have worked. Where the employee is absent for a full day, a standard working day should be recorded.

2.6.4 Where a visit to a Medical or Dental Practitioner forms part of a planned series, you are expected to arrange such visits during your own time. In the case of staff participating in the flexi-time scheme, these visits can be arranged outside core time and the time actually worked on that day recorded.

2.7 Bad Weather & Other Disruptions

2.7.1 As a general rule employees working fixed hours who are unavoidably delayed have any lost time disregarded. As a principle, where the majority are affected, staff working flexi-time will be treated in the same way as those working fixed hours. Where the employee attends at work, a standard day should be recorded. Non-attendance should be taken as annual leave, or recorded as zero hours, on the flexi record. Where Senior Management decide to release all staff early due to bad weather, a standard day's time should be recorded.

2.8 Flexi-time Record Sheets (Manual or Electronic)

2.8.1 Times shown on flexi-time record sheets will be limited to the two starting and two finishing times during the working day; details of non-standard circumstances need not be shown. The calculations of time worked will be made by you in your own time during the accounting period and the flexi-time record sheets will be passed to the Manager on the first working day following the end of the accounting period¹. Managers should regularly review staff hours.

2.9 Audit of Records

2.9.1 Each Manager will arrange to check a proportion of flexi-time record sheets for each accounting period. Any instance where it appears that the scheme is being incorrectly applied or abused will be investigated by the Manager, advised by Human Resources. Abuse of the flexi-time scheme is a disciplinary matter, and could be considered as gross misconduct.

3. **General Conditions**

3.1 Pattern of Hours

3.1.1 You will be required to agree a general pattern of hours with your Manager who will have discretion to authorise necessary departures from that pattern. Arrangements will be made by the Manager to ensure that the School/Service can continue to operate efficiently and that its services are not impaired. In agreeing patterns of working the

¹ In the case of an electronic system being in place, such records should be accessible to the employee's line manager.Sc

Manager will be required to ensure that there are sufficient staff on duty at all times of the existing standard day, (08.30 - 17.00).

3.2 General Operation

- 3.2.1 Operation of the flexi-time scheme is introduced on the understanding that it shall not interfere with or reduce the efficiency of the normal activities of the School/Service. The Manager may change the working arrangements at any time if this condition is not being met. The opportunity to participate in this scheme may be withdrawn by the Manager from any member of staff if he/she has consistently not met the requirements of the scheme in any respect.