

## Flexitime Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

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### 1 Introduction

- 1.1 We recognise the commitment and hard work of all staff and understand that individuals may, at some time in their working lives, find it difficult to maintain a balance between their professional and personal commitments.
- 1.2 We also understand that the promotion of flexible working patterns can reduce unauthorised absences from work and employee stress, and in turn promote a good work-life balance and improve performance and productivity. One way for us to do this is to offer 'flexitime', whereby you can work your total number of contractual hours but are permitted flexibility as to when you begin and end a day or shift.
- 1.3 The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

### 2 Scope

- 2.1 This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

### 3 When flexitime can operate

- 3.1 We will consider requests to work flexitime from all employees. Employees should refer to our policy on requests for flexible working which sets out how requests can be made.
- 3.2 Requests from part-time employees to work flexitime will be considered on the same basis as requests from full-time employees.

### 4 How flexitime works

- 4.1 Each employee who is covered by a flexitime arrangement can vary their hours around the core working periods.
- 4.2 If you are covered by a flexitime arrangement, you can work extra hours and use these later to take time off work.
- 4.3 You can, if you wish, accrue a surplus of a maximum of 8-hours within the agreed flexitime period, which is a monthly cycle.
- 4.3.1 Employees are not allowed to take time off that has not been accrued and you are not allowed to use flexitime to work less than 8-hours in a day when you have not worked the time in advance to accrue this time off.
- 4.3.2 Employees cannot carry over surplus hours from one flexitime period to the next. Any surplus hours worked in any one flexitime period will be lost if they are not taken as time off within that flexitime period.
- 4.4 If you are taking time off using accrued surplus hours that result in you not working your core hours you are required to get your Line Manager's consent.

### 5 Hours of work

- 5.1 The core working periods, during which employees must normally be at work can be agreed with your Line Manager.

5.2 The flexitime arrangements apply only from Monday to Friday, and you cannot work hours under the flexitime scheme on Saturday and Sunday. Consult with your Line Manager to understand:

5.2.1 The earliest that you can start work and the latest that they can start work Monday-Friday.

5.2.2 The earliest that you can finish work and the latest that you can finish work Monday-Friday.

5.3 Employees must take a minimum of 30-minutes for lunch and lunch breaks should be taken between hours agreed with your Line Manager.

## **6 Record of flexitime hours worked**

6.1 Employees doing flexitime are required to record their start and finish times, lunch breaks and total hours of work on a weekly flexitime record and follow the correct reporting procedure with this. Your Line Manager will review and approve your hours at the end of each week.

## **7 Working time limits**

7.1 An employee working extra hours on a particular day as part of the flexitime scheme must not work more than 10-hours during the day.

7.2 We must ensure that we comply with working time limits so that workers who do flexitime do not exceed reasonable working hours and we are committed to ensuring that workers' working patterns do not compromise their health. *You can work more than 8 hours a day as long as the average over 17 weeks is no more than 8 or 48 in a week.*

## **8 Monitoring of flexitime**

8.1 We reserve the right to review employees' working patterns from time to time.

## **9 Disciplinary action**

9.1 Any abuse of this policy will be a disciplinary offence that can result in disciplinary action up to and including dismissal.

## **10 Review**

10.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

## **11 Definitions**

11.1 The Foundry ("we", "us", "our")

11.2 The Employee ("you", "your")

### **Document control box**

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