

Compressed Hours Policy

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

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Last review	January 2025

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.
- 1.3 One way for us to do this is to offer "compressed hours", whereby you can work your total number of contractual hours over fewer working days with no reduction in pay.
- 1.4 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.
- 2.2 It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

3 When compressed hours can operate

- 3.1 Eligible employees are entitled to benefit from our compressed hours scheme. *For eligibility requirements you should contact your Line Manager or our Flexible Working Policy.*
- 3.2 However, any proposal to work compressed hours would need to meet the approval of your Line Manager and should not interfere with our needs or your job duties.
- 3.3 We reserve the right to require an employee who has requested compressed hours to work a trial period before the arrangement is confirmed.

4 Options when compressing hours

- 4.1 Although we will consider other compressed hours arrangements suggested by you, the compressed hours scheme would, as an example, typically allow a full-time employee to work:
- 4.1.1 40 hours per week compressed into four long days per week, giving the employee one day during the normal working week during which they are not required to work
- 4.2 The day of absence should be agreed with your Line Manager according to the requirements of your role, and would be a fixed day, typically one on which you are likely to be less busy and there is sufficient cover within the department.

5 Requests to work compressed hours

- 5.1 Employees who wish to move to compressed hours should refer to our Flexible Working Policy which sets out how requests can be made.

5.2 Requests from part-time employees to work compressed hours will be considered on the same basis as requests from full-time employees.

6 Limitations to compressed hours

6.1 We must ensure that we comply with working time limits and that employees who compress their hours do not exceed reasonable working hours.

6.2 We are committed to ensuring that employees' working patterns do not compromise their health.

6.3 For more details on working time limits, employees should refer to our Working Hours Policy.

7 Monitoring of compressed hours

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

8 Disciplinary action

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

9 Review

9.1 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.

10 Definitions

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

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

Document control box

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