



SHREWSBURY TOWN COUNCIL

FLEXI-TIME POLICY

AIMS OF THE POLICY

The scheme aims to provide flexibility from the traditional working patterns for the benefit of the employee and the employer. It also provides the opportunity for employees to work hours in excess of the standard day at times when workloads are high, and to work shorter days or take flexi-leave to compensate for this, at a later date.

SCHEME COVERAGE

The Scheme is applicable to all staff with provision made in their contract of employment. It is not available for shift workers or employees covering establishments with fixed opening hours. Other provision is made for these individuals.

It is not possible to produce a set of rules that will cover every eventuality and those which follow form the basis of the agreement. Flexi-time will only function satisfactorily if each employee behaves responsibly, works closely with colleagues and honours the spirit of the agreement.

HOURS OF WORK

The Town Council office will be open to the public as follows:-

Monday to Thursday:	9.00 am - 5.00 pm
Fridays:	9.00 am - 4.30 pm

The hours shown are continuous with no closure of offices at lunch times. It is therefore essential that a service can be provided to our customers throughout this period.

Staff may work between the bandwidth, ie the hours, of:

Monday to Thursday:	7.30 am - 6.30 pm
Fridays:	7.30 am - 6.30 pm

Any hours worked outside of these periods must be agreed by the line manager in advance of the time being worked. Failure to get the appropriate authorisation may result in time not being authorised.

Core Time, which is the time when all staff must be in work, is between:

Monday to Friday:	10.00 am - 12.00 pm and 2.00 pm - 3.00 pm
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The lunch period can commence any time after 12 noon and finish before or at 2.00 pm, between which times all staff must take a minimum of a half-hour break. Line Managers must ensure adequate cover is provided over the lunchtime period in order to maintain the level of service.

Employees arriving or leaving work during core times must report to their manager immediately, unless prior agreement has been reached.

It is expected that all staff will work within the 10.00am-12.00pm and 2.00pm-3.00pm core hours. The time management system will set flexible arrangements for those staff who are required to routinely work outside these hours (Council Meetings, agreed early starts).

OFFICE COVER

The primary function of the Council is to provide a service to our customers and it is essential that the operation of the Flexi-time Scheme in no way reduces the quality of services that we currently offer or the working systems and communications within and between services. Managers should closely monitor this to ensure that service is not affected.

Where an employee wishes to change their normal pattern of work they should ensure that cover will be maintained. It is the responsibility of all employees to ensure when exercising their rights under this policy that it does not harm the level of service provided.

It must be understood that the principle of flexible working hours does not imply an automatic right to accumulate credit hours and managers have discretion when to allow requests from employees who wish to take flexi-leave under the Scheme.

FLEXI-TIME PERIODS

Flexi-time is managed over a four-week period. During each period staff must ensure excessive time is not accrued and that, at no point, does time exceed a debit of 7 hours and 30 minutes.

An employee with excess debit hours or who is consistently in debit may be required to redress the balance by debiting annual leave unless other action is deemed necessary, (see note 12).

TIME RECORDING

The time worked each day must be recorded electronically on the time management system via the clock-in terminal or website when you are at your place of work.

The fraudulent recording of hours may be treated as gross misconduct and action taken under the Disciplinary Policy.

FLEXI LEAVE AND ANNUAL LEAVE

Employees may take up to two days or four half days flexi-leave per flexi-period and this must be approved by their line manager in advance. The maximum flexi-leave which can be taken is 26 days per annum, ie a maximum of 2 days per flexi-period.

Staff employed on a part time basis are entitled to flexi-leave in proportion to the amount of hours worked. For example, an employee working 30 hours per week, ie 0.8 full-time equivalent (FTE) will be entitled to 12 hours flexi-leave per flexi-period. An employee working 18.5 hours per week will be entitled to 7 hours and 24 minutes flexi-leave per flexi-period.

AUTHORISED ABSENCE

Routine appointments with a Doctor/Dentist/Hospital or for blood donation should be arranged, where possible, outside core time, ie before 10:00 am, during lunch breaks or after 3.00 pm. No credit hours can be claimed for these appointments.

Any essential or emergency visits necessary during core time must be agreed in advance with the line manager concerned and credit for these may be claimed when proof of appointment is provided.

Staff required to attend hospital appointments will have the time absent credited to the flexi-system on submission of the appointment letter. Time should be credited for the time spent travelling to and from the appointment up to a maximum of 3 hours and 42 minutes for a half-day. Where a hospital appointment exceeds half a day the employee should make up the remainder of the time using flexi-time or annual leave. Where a hospital visit requires treatment, ie day surgery, this should be recorded as sick leave, ie a credit of 7 hours and 30 minutes.

Arrangements for medical appointments rely on trust. The intention is that employees should not lose out financially when taking sensible steps to protect their health and wellbeing. Clearly, arranging appointments only in work time, unduly prolonging time away from work or seeking appointments for unnecessary reasons would be an abuse of trust. In order to be fair to responsible employees, suspected abuse of these privileges will be investigated and the action taken under the Disciplinary Policy, if appropriate.

ATTENDANCE AT TRAINING COURSES

Employees attending training courses/seminars/conferences, or meetings of professional institutes, irrespective of location, will normally be limited to a maximum of 7 hours 30 minutes credit per day. No credit will be allowed for attendance of evening classes.

EXCEPTIONAL CIRCUMSTANCES

Where normal operation of the scheme is prevented by exceptional circumstances, eg severe weather conditions, Core Time may be suspended as directed by the Town Clerk. Under such circumstances, information will be distributed to advise staff and managers on the required action to be taken.

TERMINATION OF EMPLOYMENT

Employees leaving the Town Council's employment must balance out their hours in the final month. The value of any debit hours outstanding will be recovered by deduction from the final salary payment. Managers should notify Payroll as soon as practical so that the necessary arrangements can be made.

The Council will only make payments in lieu of any remaining time in credit at the date of termination in exceptional circumstances.

MISUSE OR ABUSE OF THE SCHEME

Any officer found to misuse or abuse the scheme may be liable to disciplinary action, including removal of this privilege, in accordance with the Town Council's Disciplinary Policy.

Approved by Personnel Committee	28 September 2023
Adopted by Council	
Review Date	September 2026