



## Flexi Time Policy

<b>Policy Number</b>	220
<b>Policy Owner</b>	Head of HR
<b>Version</b>	2.5
<b>Last Review Date</b>	January 2020
<b>Next Review Date</b>	October 2022
<b>Date of approval</b>	14/01/2020
<b>Protective Marking</b>	Official

<b>This document has been assessed for:</b>	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

**Important notice:** During times of national emergency or pandemic, the head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

## 1. Statement

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The flexi time scheme applies to all full time, part time and job share staff unless they are required to work set hours, are shift workers, or in a role to which normally a shift pattern applies. The procedures in this policy apply to police staff employed by the Chief Constable and the Police and Crime Commissioner for Cleveland.

This policy must be applied fairly, equally and consistently to all employees listed above irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other unjustifiable grounds.

## 2. Purpose

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The purpose of this policy is to provide clarity and support to those working on the flexi time scheme and their managers. The scheme is designed to give employees flexibility around their working hours in order to facilitate work life balance, and as a result maximise their productive time.

The scheme is based on mutual trust, and the integrity of individuals who are covered by the scheme and requires the co-operation and flexibility of individuals, groups and management to maximise the benefits to both staff and their employing organisation. Subject to any improved flexibility which the scheme provides, existing lieu time arrangements continue to apply.

## 3. Key operational information

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Any member of staff to whom the flexible working hours scheme applies, must be compliant with the Working Time Directive, and ensure that they have at least 11 hours rest between the end of one working day and the commencement of the next. There is also a requirement to have at least 24 hours complete rest in any seven day period, this can be averaged but everyone must have at least two rest days every two weeks. For those under 18 in age the requirement is for a 12 hour break and at least 48 hours complete rest in a week.

The working day will be divided as follows:

Earliest start time	07.00
Core time	10:00 to 12:00
Lunch time	12.00 noon - 14.00
Core time	14.00 – 15.00
Latest finish time	20.00

All staff working flexitime are required to work the core times; for staff working part time this will be dependent on the hours they work.

Departmental working hours are at the discretion of the Head of Service but must meet identified core working times and the internal and external demands of the service unit.

Lunch breaks for those over 18 will be for a continuous minimum of 20 minutes to a maximum of 2 hours.

For those under 18 it will be for a continuous minimum of 30 minutes to a maximum of 2 hours; this is a legislative requirement.

For a full time employee a normal working day is 7 hours and 24 minutes, a normal working week is 37 hours and a standard flexi time period of 4 weeks is 148 hours. All staff are expected to work their contractual hours during each 4 week settlement period. 148 hours for a full time employee and 4 times a part time staff member's weekly contracted hours.

A day's flexi time is 7 hours and 24 minutes and a half day is 3 hours and 42 minutes.

Staff will be permitted to carry over a maximum of 14 hours and 48 minutes (2 days) credit from one flexi period to another, staff will not be permitted to carry over more than this unless in exceptional circumstances and approved by heads of service.

The maximum debit carry over will be 7 hours and 24 minutes (1 day) – there should be no persistent accumulation of debit hours, and should this occur then line managers must consult with the employee relations team to consider if capability or disciplinary action should be commenced.

The above carry overs are pro rata for part time members of staff according to their normal working hours i.e. if working 18.5 hours per week, 50% of the carry overs will apply.

Flexi leave can be combined, subject to the exigencies of the service, with annual leave.

Line managers should consider the exigencies of the service prior to approving any time off. Cognisance should also be taken in regard to any religious or cultural reasons behind a request for time off. If time off cannot be granted then the employee should be advised of this at the earliest opportunity and be advised as to the reasons why the request cannot be supported.

All hours worked must be recorded on the flexi time sheet (A06-10) even if working outside the Force area and line managers should regularly review these.

If a person undertakes overtime then they must record their end time on the A06.10, prior to commencing the additional paid work, and record those hours on the appropriate claim sheet.

Anyone leaving the organisation must have a zero balance by their leaving date.

Time off to attend medical and other appointments is a concession and not a contractual right (excluding ante-natal). Approval must be obtained from line managers

and should not lead to a negative balance at the end of the 4 week flexi period. Attendance at wellbeing services is in duty time.

Time to attend hospital appointments will be granted with pay; staff should make every effort to make appointments outside of work time, avoiding core time and return to work where possible. Staff should advise their first line manager at the earliest opportunity of any appointment date and time, providing evidence of the appointment, this will allow for managers to suitably plan, ensuring the required levels of service can be provided. The A06.10 should be used to record this and be duly authorised.

## 4. Appendices

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There are no appendices linked to this policy.

## 5. Compliance and monitoring

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The Head of HR is responsible for the accuracy and integrity of this document. This procedure will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of HR will review this process to ensure that all aspects are being adhered to in accordance with the framework of this procedure.

## 6. Version control

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This procedure will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
2.0	Nov 19	Policy review and change to new style policy format	████████
2.1	Dec 19	Policy approved at People and Wellbeing Board. Submission to Executive for final approval	████████
2.2	17/12/19	Policy approved and published	████████
2.3	Jan 2020	Slight amend to departmental hours paragraph. Approved at Executive Board and made live.	████████

2.4	Feb 2020	Change of owner Dept. name	██████████
2.5	Apr 2020	Addition of COVID 19 message	██████████