



Flexi Time Policy

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FLEXI TIME POLICY

Ardenglen Housing Association can provide this procedure on request, in large print, in Braille, on tape or in other non-written format, and in a variety of languages.

1. GENERAL PRINCIPLES

The Flexi Time Scheme is available to all staff, including part time and job sharers, on the understanding that the following principles apply:-

- Staff cannot be free to come and go under the scheme as they please. There is a clear understanding, on both sides, that there shall be no reduction in the standard of service to the public and that the office will continue to be adequately staffed during normal working hours.
- Application of the Scheme will be considered in respect of all staff, but it recognises that certain groups of employees will have to arrange their working hours to ensure adequate cover for others within their Section. For the benefit of doubt, in order to maintain good customer Service, the organisation of cover will always take precedence over the flexitime system.
- Starting and finishing times will always coincide with the availability of productive work and employees must be engaged in Association business during recorded working hours.
- The accounting of hours worked shall be by means of the existing electronic spreadsheets, which are password protected. Alternatively the Association may install a suitable time registration system which may include biometric recognition.
- Staff will normally be able to choose their own times of arrival and departure, subject to agreement with their manager and each other to ensure that both the benefits and responsibilities of Flexitime are equally shared between all parties.
- Responsibility for the completion of necessary work, the deployment of staff and the arrangement of adequate cover rests with Section Managers and it may be that certain restrictions on freedom of choice are required to meet these objectives.
- The full co-operation of staff will be sought to meet these objectives and Section Managers will, in the first instance, attempt to arrive at any restrictions to freedom of choice by

mutual consent. In the event that agreement on any such restriction cannot be reached, the Association retains the right to determine, within reason, hours of work for any individual or Section within the normal office hours.

2. DEFINITIONS

In the operation of Flexi Time, certain terms are used and their meaning under this Scheme is listed below:-

Bandwidth

This is that part of the day ranging from the earliest time at which anyone is permitted to start work through to the latest possible finishing time.

Core Time

Those times within the overall hours during which all staff must be present and available for work, subject of course to holidays, sickness, part time working contracts and other authorised absences.

Flexible Time

The hours which are outside core time, but within the overall hours during which staff may arrive or depart as the case may be.

Normal Working Week

The number of hours in the week a member of staff is contractually required to work.

Normal Office Hours

Normal office hours are 0900 hours to 1700 hours, Mondays to Thursday and 0900 hours to 1600 hours, Fridays.

Accounting Period

A period at the end of which a balance has to be struck for each employee, showing how many hours actually worked as compared with contracted hours; a fixed four week accounting period will be used.

Contracted Hours

The total number of hours each employee is contracted to work during the accounting period. It is the product of the number of hours in a normal working week multiplied by the number of weeks in the accounting period.

Flexitime Balance

The difference in contract hours and hours actually worked in an accounting period which may be carried forward to the next accounting period, subject to the maximum in each case.

Flexi-Leave

Whole days or half days taken off to reduce an accumulated Flexitime Balance.

3. SUMMARY OF THE SCHEME

The following summary will constitute the basis on which flexible working hours will operate:

Basic Scheme Summary	
Bandwidth	8.00am - 6.00pm
Core Times	10am – 12pm & 2pm – 4pm
Flexible Times	8am – 10am; 12pm – 2pm; 4pm – 6pm
Accounting Period	4 weeks
Maximum Credit in Accounting Period	14 Hours (Pro rata for P/T Staff)
Maximum Debit in Accounting Period	4 Hours (Pro rata for P/T Staff)
Flexi-Leave in Accounting Period	1 Day

4. DETAILED SCHEME OPERATION

- Each Section must be adequately covered between 0900 and 1700 Monday to Thursday and 0900 and 1600 Friday. **This is Office Hours**
- Working hours may commence at any time between 0800 and 1000 and end at any time between 1600 and 1800. **This is Flexible Time.**
- Staff must be available to work between 1000 and 1200 and 1400 and 1600. **This is Core Time.**

- The lunch period falls within flexible time and must be taken between 1200 and 1400. All members of staff working over 5 hours must take a minimum break of 30 minutes each day. It is possible to take up to 2 hours between 1200 and 1400, provided this is agreed with the line manager and does not interrupt the work of the Section.
- The maximum Credit hours which shall be carried forward from one accounting period to the next is:-

CREDIT - 14 Hours (Pro rata for P/T Staff)

Credit in excess of 14 hours will be lost. Credit hours may be used in the current or next accounting period, subject to the approval of the line manager, or may be carried forward subject to the overall maximum of 14 hours not being exceeded.

- The maximum Debit hours which shall be carried forward from one accounting period to the next is:-

DEBIT - 4 Hours (Pro rata for P/T Staff)

Employee's are not allowed however to carry any debit hours across more than 2 accounting periods i.e. if they are in debit at the end of accounting period 1, they must not be in debit at the end of accounting period 3.

In rare or extenuating circumstances where this is not possible and with the agreement of the Director, excess debit time will either be deducted from annual leave or through a deduction from salary.

- An appropriate allowance, as set out below, in accordance with normal office hours will be made for holidays, sickness, attendance at college, etc.

For employees contracted to 35 hours:-

Monday - Friday:

1 day's credit = 7 hours 00 mins (7.00 hrs)

½ day's credit = 3 hours 30 mins (3.50 hrs)

- Credit Hours may be taken either during flexitime or in the accounting period as 2 half days or 1 whole day absence from the office. Part time staff will be pro-rated.
- Staff will be expected to make every effort to arrange routine appointments for visits to the doctor, dentist, etc, outside the Core Time hours. (See Section 7 for details)

- Overtime can only be worked outside normal office hours and must be authorised in advance by the line manager.
(See Section 7 for details)
- In exceptional circumstances a line manager may require a member of staff to work beyond the time he/she has set for arrival or departure on any one day.
- If the duties of your post require you to attend seminars, training courses, user group or other work-related meetings, then you will be credited for time spent attending the event (including any travelling time over and above your normal travel to work time) up to a daily limit of 10.00 hours. Time spent on activities in excess of this amount will not count for the scheme.
- Staff taking half a day holiday or flexi-leave must finish or begin work between 1200 and 1400 hours.
- All staff must still continue to book 'out and in' during working hours in accordance with fire and health and safety procedures.

5. RECORDING

- These are the current procedures for the recording of flexi-time. Alternatively the Association may install a suitable electronic time registration system, following which revised procedures will be issued.
- To permit a check on total hours worked, each employee will record start and finish times using the electronic timesheet. This should be updated immediately a start or finish event takes place.
- Individual staff timesheets are password protected and staff members are fully responsible for the management of their own timesheet.
- To allow managers to monitor balances and to ensure they are being correctly completed timesheets for all staff are available as view only documents.
- At the end of each monthly accounting period, the balance will be transferred to a new timesheet and the previous timesheet will be locked by the Finance Section and will become read only. There is no requirement to print or sign time sheets.
- All members of staff working over 5 hours must have a minimum lunch break of 30 minutes taken between 1200 and 1400.

- All employees must 'clock out' at the start of their lunch break and 'clock in' upon their return to start work. Employees should not 'clock in' until they are ready to start work.
- The Association does not offer the facility for multiple “clock out/clock in” over lunch or other flexible periods. Lunch must therefore be taken in one block, following the procedures noted above.
- Repeated failure to record hours, without good reason, may result in the withdrawal of the facility to work flexible hours.
- Any employee who misappropriates time with intent to defraud will be subject to disciplinary action, which could ultimately lead to dismissal.
- The action of deliberately recording hours for any other member of staff, either with or without his/her knowledge will be subject to disciplinary action, which could ultimately lead to dismissal. If the deliberate recording was done with the knowledge of the Officer concerned he/she will be deemed to be a full party and will be subject to disciplinary action, which could ultimately lead to dismissal.
- At the end of the accounting period, credit hours in excess of those permitted in the Scheme will be forfeited, unless accumulated by the adherence to a temporary written working arrangement specifically agreed by Management.
- Staff leaving employment with the Association must bring their debits or credits to NIL by the date of leaving. If debit hours should remain when an employee terminates employment, salary will be reduced as appropriate by the number of debit hours at the appropriate hourly rate.
- The line manager shall be responsible for checking the time records of the members of his/her Section on a weekly basis. Management may carry out random spot checks on record sheets at any time.
- Where staff are required to visit other locations direct from and/or to home, details should be recorded. Where travelling time is included this should be recorded as the actual travelling time (home to site visited, or vice versa) or the travelling time from office to site visited whichever is the least. Travelling undertaken outside the overall hours will not count for flexitime credit purposes.

6. BOOKING FLEXI - LEAVE

- The booking system is e-based. All flexi-leave must be booked in advance with the appropriate manager and after consultation with colleagues to ensure cover is available. Flexi leave may be booked for the current and next accounting period only. Flexi-leave may be taken within the Flexible Times, as half days or a full day. Flexi-time will only be approved where it does not compromise services to customers and is subject to cancellation to ensure adequate staffing.
- Flexi leave can only be taken when an employee is in credit with their hours i.e. flexi cannot be taken with the intention of making up hours later.
- Converting Annual Leave to Flexi Leave is generally not permitted.

7. SPECIAL CONDITIONS

Medical & Dental and other Appointments

- Staff will be expected to arrange appointments for visits to the doctor, dentist etc. outside Core Hours or on their own time. Where the Section Manager is satisfied this is impracticable, appointments in Core Time may be approved in advance, but will count as debit against hours worked. This will require an adjustment of the time sheet by the manager. Where there is insufficient flexi-credit, agreement must be reached to make up hours or to take time as annual leave or unpaid leave.
- The timing of hospital and other specialist clinical or outpatient appointments is usually outside an employee's control. This type of appointment may be taken in core hours and recorded as working hours. Employees should return to work after, or attend work before the appointment where possible. No more than a standard working day can be claimed when attending such an appointment. In all such cases the employee should notify their manager as early as possible and must be supported by an appropriate hospital or doctor's letter.
- Ante-natal time or appointments relating to industrial injury are classed as working hours.

Special Leave

- Special circumstances regarding the discretionary granting of leave are detailed in the Terms and Conditions Section A9. Where these are agreed they will be credited.

- Special Leave should not be contrasted with other minor domestic “emergencies” or travelling difficulties such as traffic hold ups, where time will not be credited.

Overtime

- Overtime provisions exist outside the scope of this scheme and are detailed in the Conditions of Service Section A1. Overtime can only be worked outside normal office hours and must be authorised by an appropriate manager in advance.
- No period of work can attract both overtime and flexi time credit.

TOIL (Time Off In Lieu)

- Flexitime should be distinguished from TOIL as it is based on the “working day” and not on extra time worked outside bandwidth, for example an evening meeting.
- TOIL provisions exist outside the scope of this scheme and are detailed in a separate Policy and Procedure document. TOIL can only be worked outside normal office hours and must be authorised by an appropriate manager in advance.
- No period of work can attract both TOIL and flexi time credit.
- TOIL is currently only available to Regeneration staff.

Absences Occurring After Commencing Work

- In cases where an employee (due to no fault of their own) cannot continue work after “clocking in” and is required to be sent home, the hours for that day will revert to the standard contracted working day, irrespective of the number of hours actually worked that day.

Sick Leave

- Sick leave will count as standard hours on the electronic record sheet.

Annual Leave

- Annual leave will count as standard hours on the electronic record sheet.

8. GENERAL CONDITION

- Operation of this scheme is on the understanding that it shall not reduce the efficiency of the normal activities of the Association. The details of the scheme may be changed if at any time this condition is not being met.
- The opportunity to participate in this scheme may be withdrawn from any staff member consistently not meeting the requirements of the scheme in any respect. The staff member will then revert to a contractual 9am – 5pm, with appropriate lunch break (pro rated for part time staff)

Any employee who misappropriates time with intent to defraud will be subject to disciplinary action, which could ultimately lead to dismissal.

9. TRAINING

- The Association through its Internal Management Plan is committed to training and developing staff and committee members to their full potential in order to deliver a high quality of service in all areas of its business.
- The AHA induction programme includes an overview of this policy, including responsibilities for the promotion and delivery of openness and confidentiality as relevant to their job descriptions. Committee and staff members will receive updates on these issues and specific training as required.

10. EQUALITIES AND DIVERSITY

- This policy will be implemented in line with our Equality and Diversity Policy and is subject to an Equality Impact Assessment to assess the likely or actual effects of the policy to our customers in respect of their disability, age, gender, race, religion/belief, sexual orientation or gender identity to ensure equal and fair access for all.

11. MONITORING AND REPORTING

- The Association will use appeals, complaints, comments or suggestions from users of this policy to monitor its effectiveness. These will also be used to prompt a review of the policy where necessary.

12. REVIEW

- This Policy will be approved by the Board. It will be reviewed every three years unless amendment is prompted by a change

in legislation, or monitoring and reporting reveals that a change in Policy is required sooner.

13. DISTRIBUTION

- This policy will be made available to every employee and committee member and will be made freely available to any tenant or interested party.

14. LEGAL FRAMEWORK

- Equalities Act 2010

15. RELATED POLICIES

- Terms and Conditions of Employment
- Attendance and Absence Monitoring Policy

--- END OF POLICY ---