

## **FLEXIBLE WORKING HOURS (FLEX-TIME) POLICY**



This policy is in respect of paid employees of Anglia Care Trust only.

The aim of the Anglia Care Trust's Flexible Working Hours Policy is to encourage a responsible work-life balance whilst recognising the need to meet the demands of the organisation. Anglia Care Trust expects staff and line managers to work in partnership to achieve a flexible and workable management of flex-time.

All staff working standard contracts of employment are eligible to work flexible hours to assist with your work-life balance. Staff who do not work within the normal working hours of 9.00am to 5.00pm will need to agree with their line manager whether they can work flexible hours or not, bearing in mind the nature of their work, the demands of their service and the needs of their service users.

To ensure consistency, the flexi system will be managed centrally, within the following parameters;

- Flex-time sheets to be kept at your place of work wherever possible for completion when you sign in and out at the beginning and the end of the day, as well as for recording lunch breaks
- Core hours are 10am to 12am and 2pm to 4pm (unless contractually this has been agreed otherwise). You must ensure you are signed in between these hours
- If you normally start work at 9am please check with your line manager in advance out of courtesy if you are intending to arrive as late as 10.00am
- If you normally finish work at 5pm please check with your line manager in advance out of courtesy if you are intending to leave as early as 4.00pm
- Employees must gain their line manager's permission to accrue or take flex-time. Line managers must monitor the work done and hours accrued. The earliest you may start work is 7.30am and the latest you may finish is 7.30pm, providing that you ensure that you are never working alone in an ACT premises after 5pm, unless supportive measures are in place
- Where it is agreed or required that an employee work outside of their normal hours they will, subject to these conditions, be granted an equal amount of flex-time. This will be subject to maximum limits stated below.
- The flex-system is operated in calendar month cycles; you can take a maximum of 2 flex-days per cycle up to a maximum of 12 days per calendar year
- You must have credit prior to taking the time off
- The maximum amount of flex-time which can be accrued by full time staff is 15 hours. This will apply on a pro rata basis for part time staff
- Flex-time should usually be used within one calendar month of being accrued

- Where flex-time in excess of the usual limit has been accrued and operational requirements make it impracticable for it to be taken within one calendar month then a maximum of two months can be allowed for the flex-time to be taken unless otherwise negotiated All flex-days must be agreed in advance with your line manager and may be refused
- A flex-time request sheet must be authorised by your line manager for absences of a half day or more prior to the time being taken. Failure to adhere to this will result in disciplinary action
- A debit flex balance is not permitted at any time
- You cannot have a flex-day during a week when you have been absent for sickness
- Lunch, for at least 30 minutes, must be taken
- You are not permitted to take flex-days during your probationary period, although you may work flexible hours with the prior agreement of your manager
- Record Sheets are to be signed off by line management and passed to Business Support for central recording at the end of each month.

Flexible Working Hours are discretionary and do not form part of your contract of employment. This benefit may be amended, withdrawn or suspended.

Date of next review – October 2019