



University of the
West of England

FLEXITIME SCHEME FOR SUPPORT STAFF

1. Introduction

Flexitime can be offered to employees, who can then determine within the parameters detailed below, how best to achieve a work/life balance. Depending on working arrangements, managers must first of all determine the cover that is required within certain work areas, e.g. reception and it may be appropriate to have 'buddy systems' where by 2 or more employees can have complimentary flexible working arrangements to ensure that cover is maintained. The scheme will have defined parameters:

- ◆ core hours (when employees **must** be there)
- ◆ a band width (the earliest and latest times)
- ◆ an accounting period (the period of time during which employees must work a number of prescribed hours)
- ◆ a carry over allowance (this can be both credit and debit up to a maximum, but usually debit hours would be agreed with the manager in advance)
- ◆ arrangements for flexileave

2. Elements of the scheme

A 'standard day' is defined as 7 hours 30 minutes on Monday-Thursday and 7 hours on Friday. Where employees are absent due to annual leave, public/extra statutory holidays or sickness, they will be credited with the appropriate time for that day(s).

Core Hours

10.00 am to 12.00 noon and 14.00 to 15.30. These are the periods of time during which all staff must be present.

Band Width and flexible time

07.30 to 19.00. This is earliest time at which staff can commence through to the latest finishing time.

The period of time outside of the core hours is the flexible time, when employees can choose their start and finish times, within the limits of the band width and operational requirements.

Accounting Period

This would normally be a 4-week period. This is the specified period of time during which staff must work a prescribed number of hours, directly related to the number of contracted hours. Recording will usually be by timesheets, where all time must be accounted for, whether in work, training or absent through leave or sickness. Flexitime sheets will be provided and must be completed for standard four-weekly periods. At the end of the four weeks they should be submitted to the line manager. Each department/faculty will determine the administrative process for auditing flexitime records.

Carry-Over

The amount of time employees have worked over and above their prescribed hours within the accounting period. The hours can then be carried over to the next accounting period, subject to the following:

1. Maximum credit carry-over = 15 hours credit (pro-rata for part-time staff and job-sharers); any excess will be lost at the end of the accounting period unless otherwise agreed by line manager (see band width and flexible time).
2. Maximum debit carry-over = 7.5 hours debit (usually in agreement with the line manager); if the debit at the end of an accounting period exceeds this, the line manager should discuss with the employee and may reserve the right to withdraw participation in the flexitime scheme.

Flexileave

Accrued time over and above the prescribed hours may be taken as flexileave, where sufficient credit hours have been built up. Employees can take agreed flexileave in blocks of ½ days or full days, up to a maximum of two days per accounting period.

3. Operation of the scheme

A flexitime scheme relies upon the trust and common sense on the part of those participating in it. The flexitime scheme allows employees to vary their working times within the parameters outlined above, but it is an endemic principle of the scheme that the work of the University should not suffer a detriment as a result. Each department/faculty may determine the operational requirements of the service and employees should work within that framework. As with annual leave, flexileave must be agreed in advance with the line manager and should be avoided at particularly busy periods.

Routine medical visits, dentist/optician appointments etc. should be made outside the core hours. Exceptionally, where appointments are made which are outside the control of the employee (e.g. consultant), the employee may agree with their line manager to take flexitime within the core time.

Although employees can have more flexibility about the duration of their lunch break within the core hours, it is a statutory requirement that a minimum of 30 minutes must be taken.