



**BISHOP GROSSETESTE UNIVERSITY  
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# FLEXI-TIME POLICY

**March 2020**

**BISHOP GROSSETESTE UNIVERSITY**

## FLEXI-TIME POLICY

Responsibility for updating this document is with Human Resources.

Manager responsible for policy:	Director of Human Resources
Forum for initial approval:	VCEG
Date implemented:	March 2019

### 1. Introduction

The University recognises the commitment and hard work of all staff and understands that individuals may, at some time in their working lives, find it difficult to maintain a balance between their professional and personal commitments.

This policy describes the entitlement of employees to use flexi-time. The flexi-scheme is intended to allow employees to work pre-arranged times that suit their individual circumstances whilst ensuring that service standards are maintained.

This policy applies to all University support staff employees, full and part time, permanent and fixed term, unless they are specifically employed to work a set pattern of hours or set shift. Specific exclusions may also be made by the Vice Chancellor's Executive Team (VCEG) because of the nature of the duties of the post or the requirements of the service.

### 2. When flexitime can operate

All employees are entitled to benefit from the organisation's flexitime scheme. This means that employees can generally work flexitime, as long as they abide by the restrictions set out below.

Excluded categories are:

Department	Post	Reason
BG Retail (BG Lincoln Ltd)	All catering and bar staff.	Fixed shift patterns for service delivery
Sports and Fitness Centre	All staff	Fixed shift patterns for service delivery
Estates	All Estates Technicians	Pre-set rota required for 24 hour cover
Housekeeping	All housekeeping staff	Set rotas required to facilitate access to rooms.
Reception	All staff	Pre-set rota for staff cover in place
CELT	All staff	Core hours required for service delivery to students

Flexitime should not interfere with the Universities needs or the employee's job duties and line managers can override flexitime arrangements to meet the needs of the University.

### **3. How flexitime works**

Each employee who is covered by a flexitime arrangement can vary their hours around the core working periods.

The flexible period is an eight-week rolling period. Employees cannot carry over more than 7 hours and 30 minutes from one flexitime period to the next. Any surplus hours worked in any one flexitime period will be lost if they are not taken as time off within that eight-week flexitime period. Employees may borrow up to 7 hours 30 minutes in the period. Debit and credit hours should be pro-rata for part time staff.

Hours in credit may be taken back as a whole day, half day or broken down into hourly/half hourly blocks. The flexitime scheme should not be used as a means accruing extra holiday and credit hours should therefore be used relatively quickly.

To take hours back you should notify your line manager and team members if you will not be here at your normal time. This will ensure that colleagues are not concerned about your welfare.

In exceptional circumstances the Head of Department, in consultation with the line manager and employee, may authorise the carrying forward of a credit or debit in excess of the permitted entitlement.

On leaving BG there will be no adjustment made to pay for flexi hours.

### **4. Hours of work**

All employees shall agree their standard working arrangement with their line manager. Standard working hours may be agreed which include working different hours on each day of the week. Line managers will ensure that the efficiency of the normal activities and service levels are maintained.

The standard working day is defined as a period of 7 hours and 30 minutes (7 hours on Friday), subject to the following limits:

Earliest commencement time	7.30am
Latest Commencement time:	9.30am
Minimum lunch period	30 minutes
Maximum lunch period	2 hours
Earliest finish time	3.30 pm
Latest finish time	6.00pm

The core working periods are 9.30am to 11.45pm and 2.30pm to 3.30pm. The flexitime arrangements apply only from Monday to Friday. Employees cannot work hours under the flexitime scheme on Saturdays and Sundays.

Employees must take a minimum of 30 minutes for lunch. You may take your lunch break between the hours of 11.30am and 2pm. Other than lunch times staff are expected to be at work unless they are taking authorised absence.

## **5. Record of flexitime hours worked**

Employees are required to complete the Flexi-time eight-week record sheet which can be found on SharePoint. All time recording sheets belonging to staff should be kept in a central location. Employees are required to record their arrival time at their place of work and record times for lunch, record the time they leave their place of work and record any special entries in respect of visits or off-site starts and finishes.

Employees are responsible for ensuring their own accurate recording of all times. At the end of each accounting period the sheet must be signed as a correct record of hours worked and forwarded to the line manager.

Each employee will calculate the number of hours worked in each week and each accounting period. The accounting period is a fixed eight weekly block and contractual hours for the accounting period will be 8 X contractual hours e.g. for a full-time member of staff it will be 8 X 37 = 296. Contractual hours should be amended and pro-rata for part time staff.

Where an employee starts or finishes the working day at a location other than the usual signing in/out point the actual times of starting and finishing will be added by the employee to their record at the first available opportunity. This should also be recorded as a special circumstance on the record sheet.

Where someone is required to travel outside normal working hours as part of their duties they may claim the travelling time in excess of that usually incurred in travelling to their normal place of work as working hours. This should be recorded as a special circumstance on the record sheet. Time accrued past 6pm may be recorded as lieu time.

Staff attending medical appointments are expected to arrange them outside core time and are expected to debit time lost. In exceptional circumstances, emergency medical appointments may need to be arranged within core time. When this occurs, you must notify your line manager as soon as possible and this will count as a debit against hours worked. Appointments should be recorded as a special circumstance on the record card.

Sick leave & annual leave will count as standard hours on the record sheet.

Where additional hours are worked outside the hours of flexi operation at the request of the line manager and agreement of the employee, these should be recorded as additional hours and credited as such on a separate lieu time record. Lieu time is not subject to the same limits or accounting periods. This may also be permitted where part time staff are required to work additional time which because of their working pattern may fall within the normal hours of flexi operation (i.e. 7.30am to 6.00pm Monday to Friday).

(Overtime provisions exist outside the scope of this scheme. Payment for additional hours may be made when the contractual full time equivalent number of hours has been worked and with the prior approval of a member of VCEG. Rates of pay will be determined in accordance with local conditions of service.)

## **6. Working time limits**

An employee working extra hours on a particular day as part of the flexitime scheme must not work more than 10 hours during the day and must take at least a 30-minute lunch break over and above this.

The employer has to comply with working time limits and ensure that workers who do flexitime do not exceed reasonable working hours. The organisation is committed to ensuring that workers' working patterns do not compromise their health.

For more details on working time limits when driving for the BGU, employees should refer to the Universities Driving for work at BGU policy.

## **7. Monitoring of flexitime**

The employee's line managers should regularly audit employee's flexitime sheets to ensure that:

- the scheme is being correctly implemented
- it does not result in overtiredness or underperformance;
- it continues to fit into the departments business needs;
- it does not place too much extra burden on the employee's colleagues; and
- the employee is not abusing the flexitime arrangement.

Any instance where it appears the scheme is being incorrectly applied or abused should be reported to the Human Resources Department prior to further investigation.

The University reserves the right to review the employee's working patterns from time to time.

## **8. Disciplinary action**

Any abuse of this policy will be a disciplinary offence that can result in disciplinary action up to and including dismissal.