

FLEXITIME POLICY

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FLEXITIME POLICY

1.0 POLICY STATEMENT

Hull Clinical Commissioning Group (CCG) is committed to helping all staff balance their work with other commitments and recognise the need for staff to be flexible. This policy is part of that commitment.

Flexible working hours or “Flexitime” is a system which enables staff some latitude in deciding their starting and finishing times at work subject to workloads and needs of the service and as such offers staff particular benefits in deciding their working day.

The CCG expects managers to encourage open discussion among their team(s) to determine the most appropriate and preferred options for both managers and team members to be able to benefit from the use of flexitime. Managers are strongly encouraged to facilitate arrangements to work flexibly wherever reasonably practicable. For further information on flexible working please see the Flexible Working Policy

The scheme applies to all CCG staff on Agenda for Change bands 1 to 7, full time and part-time, where both the individual and their manager agree it is an appropriate way of working. Staff / managers working above this level are required by the nature of their work to manage their hours appropriately and flexibly and may wish to use the flexitime record sheet as a way to record the time worked.

It will not be appropriate for every post, in particular where there are fixed hours, (e.g. opening and closing times) or where individual work depends on the attendance of another colleague. The decision on working patterns will be the responsibility of the appropriate manager.

The needs of the department must take priority and continuity of service (e.g. covering lunch breaks) must be maintained.

Heads of Service will retain the right to insist that his/her staff work particular set hours when required.

2.0 PRINCIPLES

Each individual employee is responsible for ensuring working times are recorded honestly and accurately. Authorising managers are required to make reasonable checks to satisfy themselves that claims are genuine and authorise and also maintain suitable records incorporating this information.

The success of the system depends, to a large extent, on the individual employees exercising discretion with respect to workloads, peak periods etc, in his or her own department ensuring cover is arranged with colleagues as necessary.

Participation in the scheme is a privilege and as such could be withdrawn from an individual in certain circumstances (e.g. abuse of the system or if there are particular needs for the service etc).

Basic rules of the system:

Each Flexitime cycle will cover four weeks
Hull CCG Flexitime Policy

Earliest Start Time:	8:00am
Latest Start Time:	9:30am
Earliest Finish Time:	4:00pm
Latest Finish Time:	6:30pm
Flexible Lunch Period:	12 noon to 2:00pm (minimum lunch break ½ hour unpaid)

Employees are able to have an earlier start time and finish time but are based upon the standard service delivery need of the CCG. Any hours worked outside of these times would need prior line manager agreement.

Organisational Needs – It is an expectation of the CCG that all telephone calls will be answered and visitors to the building welcomed between the hours of 8:30am and 5:00pm. It is therefore the line manager’s responsibility to ensure that there is sufficient and appropriate team cover between these hours. This cover may be shared, at the manager’s discretion, across different teams.

Departmental Needs - The appropriate Director will retain the right to insist that his/her staff work particular set hours when required.

A standard working day is 7 hours and 30 minutes (based upon a 37.5 hour a week contract).

A half day is 3 hours 45 minutes (based on a 37.5 hour a week contract)

Flexitime may be taken to suit staff wishes with the agreement of their line manager. Time can be taken in minutes, hours, half days or full days up to a maximum of one day each four week cycle. This will be pro-rata for part-time staff. Anything in advance of the one day can only be taken with agreement of the manager and is dependent on service needs and demands.

When taking flexitime within core hours, the Employee must arrange this in advance with their line manager. Credit balances are not overtime they are for work that has been completed above your normal working hours and should be taken back at an agreed time with your manager and will not be paid. Overtime may only be worked after agreement with the line manager.

If an employee is due to leave the CCG, flexi hours should be maintained to ensure that no credit or debit is outstanding on the last working day.

3.0 EQUAL OPPORTUNITIES

3.1 In applying this policy, Hull CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in

addition to offending background, trade union membership, or any other personal characteristic.

4. MONITORING

- 4.1 The policy and procedure will be reviewed periodically in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

5.0 PROCEDURE

Staff must complete a flexitime record sheet accurately recording the time they start and finish work and include the time taken at lunch. It is the Employee's responsibility to record and total up hours worked and the Manager's responsibility to check the timesheet, certify it is correct and return it to the Employee. An electronic copy of the spreadsheet, which includes formulas for assisting in calculating flexitime, is available from the intranet.

Intentions to use flexi-time should be recorded within the employees electronic calendar and if appropriate colleagues made aware.

If the Employee is absent due to sickness, annual leave, study leave or any other type of paid authorised leave, the standard hours that would normally be worked during that shift should be entered on their timesheet.

The minimum statutory lunch break required is 20 minutes however the CCG expectation is that a minimum of 30 minutes is used if the Employee is working more than 6 hours that day, therefore staff must record a minimum of 30 minutes on their timesheet for every continuous period worked that exceeds 6 hours. This is for the health and safety of all staff and Managers should not ask staff to forego this break.

At the end of each 4 week period completed timesheets must be passed to Line Managers for authorisation.

Non completion of a sheet or false entries will be regarded as a serious disciplinary offence under the CCG's Disciplinary Policy and could result in the scheme being withdrawn from the employee and disciplinary action taken.

6.0 USE OF FLEXTIME

Medical appointments should be taken in the employees own time or use flexitime to cover the hours that you are absent from work. Wherever possible the appointment should be made at the start or the end of the day to minimise disruption to service delivery.

Hospital appointments will be accommodated within working time, where prior manager approval has been obtained. Employees should attempt to minimise the time by requesting appointments at the beginning or end of a working day wherever possible.

Flexible working arrangements are intended to make starting and finishing times flexible for staff with the aim of improving service delivery and working lives. It is not Hull CCG Flexitime Policy

intended to be used as a means of accumulating sufficient hours for future leave to be taken.

Full time staff may carry forward up to 7 hours 30 minutes debit or credit from one cycle to another. For Part-time staff this is pro rata. Exceptions to this would need to be agreed by the manager.

Full time staff may take flexi-leave of one day (7 hours 30 minutes) or two half days (3 hours 45 minutes each) in any one Flexitime cycle (4 weeks), subject to the needs of the service.

Part-time staff this will be pro-rata. Part time staff may take flexitime pro rata e.g. if you work 20 hours per week over four days you would be able to take one day (5 hours) or two half days (" hours 30 minutes)

It is not necessary to be in credit before flexi-leave is taken, however, this must not exceed 7 hours 30 minutes (one standard day) or pro rata for part-time staff, at any point.

Manager's agreement needs to be obtained prior to the use of any flexi-leave being taken. The employee should record the use of Flexitime on their timesheet and calendar and if appropriate make colleagues made aware.

7.0 TERMINATION OF FLEXITIME

Both the Employee and their Manager have the right to end the flexible working arrangement at the end of the next four week period. If a Manager wishes to end the flexible working arrangement they must seek advice from the Workforce Team prior to any action being taken. If the flexible working arrangement is terminated by either party the flexi hours should be adjusted to ensure that no credit or debit is outstanding on the last day of that four week period.

8.0 APPEAL PROCESS

If an employee believes that a request for flexible working has been unreasonably refused they will have the right of appeal through the CCG's Grievance Procedure. Advice and guidance is available from the Workforce Team and recognised Trade union representatives.

9.0 EQUALITY STATEMENT

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

An Equality Impact Analysis has been carried out on this policy and can be viewed on the CCG Intranet site.

10.0 MONITORING AND REVIEW

The implementation of this policy will be audited on an annual basis and reported to the Joint Trade Union and Partnership Forum by the Director of HR and Governance.

The policy will be reviewed in 3 years or earlier if statutory changes are required.

11.0 RELATED POLICIES

Flexible Working Policy