

FLEXI-TIME WORKING POLICY

The scheme is open to staff in Grades 1 to 5, at the discretion of the department, and intended to provide flexibility to suit individuals' needs but within the overriding requirements of the Human Resources Department and the College.

Members of staff will be able to join the scheme and will record their hours each week on the designated forms. Any member of staff not wishing to join the scheme will retain their existing hours of work.

The accounting period will be four weeks, 140 hours (fulltime staff). During each period credits to a maximum of 10 hours and debits to a maximum of 4 hours may be carried forward to the next four week period (pro rata for part-time staff). Anything in excess of this in credit will be lost, or in debit will be taken from annual leave.

A maximum of one day per accounting period may be taken as flexi-leave when a half day flexi-leave is taken the core hours of the other half of the day must be worked. Flexi-leave must be agreed beforehand with the line manager and is subject to the requirements of the office.

Framework of hours to be counted within flexitime:

	8.30 am to 6.30 pm
Core time	9.30 am to 12 noon
	2.00 pm to 4.00 pm

Lunch break (unpaid) minimum of ½ hour and must be recorded even if lunch is taken at the work desk.

When working beyond core time it is expected that work will be available and will be carried out. Line managers will be expected to ensure this and to examine the records at the end of each accounting period. The records will be retained for six months, unless there is reason to hold them for a longer period.

Annual leave, sickness, training periods, statutory and other leave will be recorded as 7 hours per day; 3 hours 30 minutes for half a day (fulltime staff). Time will be allowed for essential/emergency hospital or doctor appointments, but for non-urgent appointments (e.g. dental checkups) staff will be expected to arrange these in their own time, using the flexibility of their hours.

In fairness to all, the precise times must be recorded but at the end of the day the total time will be rounded up to the nearest 5 minutes. e.g. 6 hours 27 minutes will become 6 hours 30 minutes.

The scheme for flexible working hours is a privilege and should any cases of abuse come to light the privilege will be withdrawn.