

**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

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## Bishop Grosseteste University

### Flexi – time Scheme

#### Purpose

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.

#### Scope

This policy applies to all University support staff employees, full and part time, permanent and temporary, unless they are specifically employed to work a set pattern of hours or set shift. Specific exclusions may also be made by the Senior Leadership Team because of the nature of the duties of the post or the requirements of the service.

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
Facilities	All porters	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

#### Standard Hours

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 24 minutes (including 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

Core periods are 9.30am to 11.45pm and 2.30pm to 3.30pm. During these times staff are expected to be at work unless they are taking authorised absence.

## **Recording**

Each employee is required to record her/his arrival time at their place of work, record times in and out 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.

Each employee is responsible for ensuring their own accurate recording of all times. All time recording sheets belonging to staff should be kept in a central location; alternatively line managers are free to make appropriate arrangements for electronic recording using the attached time sheets.

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 for part time staff are pro-rata.

At the end of each accounting period employees may accumulate no more than one day (7 hours and 24 minutes) credit and no more than one day debit to carry forward into the next accounting period. Credit in excess of 7 hours 24 minutes will be lost.

Credit hours may be used in the next accounting period, subject to approval of the line manager, or may be carried forward subject to the overall maximum of 7 hours and 24 minutes not being exceeded. Debit and credit hours should be pro-rata for part time staff.

Debit in excess of 7 hours 24 minutes will need to be made up through making up the time in the following week. Where this is not possible excess debit time will be deducted from annual leave or a deduction from salary.

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 maxima.

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 manager should regularly audit record sheets to ensure the scheme is being correctly implemented. 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.

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

## **Special Circumstances**

### **a) Starting and Finishing at another location**

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.

b) Work related travel

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.

c) Medical Appointments

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.

d) Sick Leave

Sick leave will count as standard hours on the record card.

e) Annual Leave

Annual leave will count as standard hours on the record card.

f) Additional Hours

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 SLT. Rates of pay will be determined in accordance with local conditions of service.)

### **General Condition**

Operation of this scheme is introduced on the understanding that it shall not reduce the efficiency of the normal activities of the University. The details of the scheme may be changed if at any time this condition is not being met. The opportunity to participate in this scheme may be withdrawn by the Human Resources Department, in consultation with the line manager and the employee, from any member of staff if s/he has consistently not met the requirements of the scheme in any respect. Falsification of record cards will be treated as fraud and penalties will apply in accordance with the disciplinary procedures.