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HUMAN RESOURCES

**FLEXITIME SCHEME & TIME OFF
IN LIEU (TOIL)**

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1. Introduction

- 1.1 The aim of the Flexitime Scheme and Time off in lieu (TOIL) is to provide flexibility for managers and their employees in the arranging of working hours to meet the needs of the service, including peaks, troughs and other work demands which occur from time to time. It also enables individual employees to adjust working hours to reflect personal circumstances.

2. Eligibility

- 2.1 It is stressed that the overriding consideration and priority must be service delivery. Therefore, the operation of the scheme is subject to the needs of the service and requires the agreement of the appropriate manager.
- 2.2 The Flexitime scheme applies to groups of employees (excluding employees who work in schools) where the delivery of service is compatible with Flexi-time arrangements.
- 2.3 There are groups of employees for who the Flexitime scheme would not be appropriate due to the nature of their work. For example, employees who work in services with specific opening hours. In this instance it may be more appropriate for Time off in Lieu (TOIL) to be agreed.

3. Working patterns under flexitime

- 3.1 The general pattern of working hours for the individual employee must be agreed with the appropriate manager and have regard for the needs of the service. This should be reviewed from time to time to ensure that service requirements and workload commitments continue to be met. This may occasionally mean employees having to work at times that are not of their preference. Royal Greenwich reserves the right, having given reasonable notice, to vary employee's working patterns to meet the needs of their service and / or to suspend or withdraw the use of the flexitime scheme altogether if the needs of the service can no longer be met by employees working on the scheme.
- 3.2 If working this scheme, employees will still be required to fulfil their contractual hours (35 hours for full time employees) in relation to the total number of hours worked. However, flexi-time allows employees to have some flexibility as to when these hours are worked. Flexitime can be worked only in so far as it meets the needs of the service. For example, it will be necessary for employees to meet required work commitments – such as attendance at fixed meeting times

4. Details of the scheme

4.1 Accounting period

This relates to the 5 week period which employees must work their contractual hours plus or minus the number of credit/debit hours to be carried over to the next accounting period

4.2 The Working day

The earliest standard start time is 8.00am and the latest standard finish time is 7.00pm.

4.3 Core time

This relates to the daily period which employees must be present at work other than authorised absence. Standard core times are 10.00am – midday and 2.00- 4.00pm.

4.4 Lunch breaks

There must be a minimum 30 minute lunch break for all employees between 12.00 noon and 2.00pm and timing must be agreed by the line manager to ensure service cover. Managers have discretion to change lunch break timings if this supports service delivery following consultation with affected employees. The maximum lunch break is 2 hours; any lunch break in excess of 1 hour must be agreed in advance with the line manager.

4.5 Working outside the hours of the working day

Hours worked outside the agreed working day for a service area without management authorisation will be lost. Hours accrued in excess of the maximum credit hours will also be lost unless agreed in exceptional circumstances.

4.6 Credit hours

This relates to the number of hours worked in excess of contractual requirements at the end of the accounting period which can be carried over to the next accounting period. The maximum credit hours is 14; hours in excess of 14 will normally be lost; in exceptional circumstances managers can agree excess hours can be taken as TOIL. Where employees are consistently working over the 14 hour credit carry forward, managers should investigate and review workload, objectives and working methods.

4.7 Debit hours

This relates to the number of hours worked less than contractual requirements at the end of the accounting period. The maximum debit hours is 7 hours. Any debit hours in excess of 7 will need to be covered by annual or unpaid leave.

4.8 Flexi-leave

Request for flexi-leave should be made via i-Trent, and agreed in advance by the line manager before it is taken. Days taken as flexi-leave should be recorded as zero hours on the Flexi-sheet.

4.9 Recording attendance

Employees on the flexi-time scheme must complete a flexi-time record sheet on a daily basis and submit this to their line manager at the end of the accounting period for sign off by their manager. The record sheet is available in electronic format to record finishing times daily as well as any absences from work.

4.10 **Leavers**

All credit hours must be taken prior to leaving Royal Greenwich's employment as payment cannot be made for excess hours worked and not taken. Where employees are in debit, they must ensure that they make up the hours during their notice period otherwise the number of hours in debit will be deducted from the final salary payment made to the employee.

4.11 **Travel Time**

Employees travelling from home to site should record time from arrival at the first site. Additionally, an adjustment may be claimed for any amount by which the time taken in travelling to the first site exceeds the normal travelling time between home and base. Similarly, employees travelling from site to home will record hours up to the time of leaving the last site, plus an adjustment for any amount by which the time taken in travelling from the last site to home exceeds normal base to home travelling.

4.12 **Recording Authorised Absence**

For the purposes of crediting annual leave, flexi-leave and other authorised absences, the following should be recorded for the standard working week:-

Week = 35 hours

Day = 7 hours

Half day = 3 hours 30 minutes

4.13 **Hospital, Doctor and Medical Appointments**

Employees should where possible use the flexibility of the scheme to attend these appointments outside of core hours e.g. early in the morning or late in the afternoon. Whatever time is spent at appointments should be recorded as nil hours.

4.14 **Adverse weather conditions**

If adverse weather means that, despite every effort, some members of staff cannot get to work, they will need to take annual leave or flexi leave.

The only exceptions are:

- disabled employees who may be granted up to two days special leave
- where an employee is the primary carer of a child whose school has closed – they can be granted up to two days compassionate leave.
- Where staff have attended work and, due to bad weather, have had approval from their manager to arrive late/leave early, this should be recorded as a standard day without loss of pay or recording leave.

4.15 **Part Timers and Job Sharing**

For part time and job share employees, flexi-time will apply to the hours that are worked. For flexi-time to operate successfully for these employees there must be a high degree of co-operation between employees, colleagues and managers.

The debit/credit hours will be pro rata to the number of contractual hours per week. Employees working condensed hours should enter agreed condensed hours per day.

5. Abuse of the scheme

- 5.1 Any abuse the scheme may lead to disciplinary action and/or may lead to an employee being excluded from the flexi-time scheme on a temporary or permanent basis.
- 5.2 Examples of abuse of the scheme include
- falsification of entries on flexi-time sheets
 - leaving within core hours without the permission of their manager
 - repeatedly late in either core time or outside of core time
 - unnecessarily long attendances at work solely to accrue credits
 - late or incomplete submission of entries on the flexi sheet,
- 5.3 Employees must keep flexi-sheets up to date and sign their flexi-time sheet for each accounting period as a true record of their hours. It is the employee's responsibility to ensure that all times are entered correctly and to present them promptly for inspection and authorization by their manager at the end of the 5 week accounting period.

6. Time off in Lieu (TOIL)

- 6.1 It is intended that normally additional hours worked would fall within the remit of the flexi scheme. However, occasionally a service/department may not operate the flexi scheme due to operational needs or there may be a requirement for additional hours to be worked outside of the remit of the flexi scheme, i.e. weekends. In this instance it is suggested that Time off in lieu (TOIL) is authorised.
- 6.2 Additional hours worked that will be rewarded by Time off in Lieu (TOIL) will normally be authorised in the first instance by the departmental manager who ideally will agree at that point when the TOIL will be taken. However, in exceptional circumstances TOIL may be granted retrospectively where it has been necessitated by service demands.
- 6.3 It is not the intention that TOIL will be banked in the same way as flexi time. TOIL should be taken as soon as reasonably possibly after the additional hours have been worked. A request by an employee to take accrued TOIL must be authorised by the manager.
- 6.4 TOIL payment is made on a straight time earned basis, meaning that the time taken back should equal to the time worked, i.e not time and a half.
- 6.5 TOIL will need to be used within 3 months of being accrued, any unused TOIL after that period will expire.

7. Statutory requests to work flexibly

- 7.1 All employees have the right to request flexible working. The request could include the Flexitime scheme, which, if agreed, allows the employee to balance their need to work with their caring commitments. Your manager will give a request serious consideration and will be able to refuse where there is a clear business reason for doing so.

See [Flexible Working Policy](#) for further details.

8. Further Information

- 8.1 For further information on the operation of this procedure, please contact HR Professional Service.