

Flexi Time Policy

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Internal References – Policies & Procedures (Located on The Hub)	Flexible Working Procedure Family Friendly Policy and Procedure Time Off Policy and Procedure
External References	

1. Policy Purpose

- 1.1 Hanover recognises the commitment and hard work of all employees 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.
- 1.2 We also understand that the promotion of flexible working patterns can reduce unauthorised absences from work and employee stress, and in turn promote a good work-life balance as well as improving performance and productivity. One way for us to do this is to offer "flexitime", whereby employees can work their total number of contractual hours, but are permitted flexibility as to when employees begin and end a day or shift in line with business and work requirements.

2. Policy Scope, When flexitime can operate

- 2.1 The Scheme applies to all employees based at Edinburgh office and in the Elgin and Glasgow Offices, except where an exclusion applies. Exclusion from the scheme will apply to employees, where cover is required during specified hours of work. In addition, exclusions may be voluntary. Employees should notify their manager if they do not wish to participate e.g.
 - A post holder may choose not to participate in the Scheme and instead observe normal contractual hours unaffected by flexi-time provisions.
 - May have a compressed working arrangement in place that results in flexitime not applying.
- 2.2 There is, however, a guiding and over-riding principle that this flexibility should be achieved without adverse effect on the overall efficiency of teams, departments or the office as a whole.

3. How flexitime works

- 3.1 Each employee who is covered by a flexitime arrangement can request time back for hours worked over their contracted hours with the agreement of from their manager.
- 3.2 Employees can take 1 day per calender month or 2 half days per calendar month
- 3.3 Employees covered by a flexitime arrangement, can work extra hours where business needs peak or the demands of the role require it, and use these later to start later, take a longer lunch break, finish early or take time off work if this can be accomodated.
- 3.4 Time for cigarette breaks, prayer time, caring responsibilities and attending the shop should all be recorded as this is a key to why we have flexi time in place and allows us to measure the time accrued and used on a monthly basis.
- 3.5 Employees are not allowed to take time off that has not been accrued. In other words, employees would not be allowed to use flexitime to work less than [seven] hours in a day when they have not worked the time in advance to accrue this time off.

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3.6 The flexi-time period is one month. Employees cannot carry over surplus hours 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 month's flexitime period.

3.7 There will be times when flexi time cannot be authorised or can be cancelled due to changing demands or business requirements, therefore holidays and time away should not be booked using flexi time and instead should be booked through the annual leave system.

4. Hours of work

4.1 The flexitime arrangements apply only from Monday to Friday. Employees cannot work hours under the flexitime scheme on Saturdays and Sundays.

4.2 The earliest that an employee can start work is 07:00am and the latest that they can start work is 10:00am.

4.3 Employees must take a minimum of 30 minutes for lunch.

4.4 There are no core hours within Hanover, working arrangements will be agreed with the team and the manager and will be detailed in the team's charter, the required is that the team can deliver the activities required with no detriment to the business or the customer.

4.5 Employees will only be entitled to time off during core hours where this is approved, in advance, by their manager. The reason for time off must fall within the specified authorised absence reasons set out below:

- approved holidays
- time off for public duties
- pre-approved training course, conference or seminar
- certified sickness
- family leave including time off for dependants
- authorised time off to attend medical appointments.

4.6 All absences are subject to the Hanover's normal absence approval rules.

5. Record of flexitime hours worked

5.1 Employees doing flexitime are required to record their start and finish times, lunch breaks and any other time away from work and total hours of work on a daily basis in the system.

6. Working time limits

6.1 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.

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6.2 Hanover must ensure complicant with working time limits so that workers who do flexitime do not exceed reasonable working hours. We are committed to ensuring that workers' working patterns do not compromise their health.

7. Monitoring of flexitime

7.1 The flexi-time system is reliant upon Hanover having trust in its employees to accurately record and submit their electronic timesheets. The system is subject to the Hanover's monitoring processes and procedures. Any misconduct may result in the flexi-time system being withdrawn or suspended. Individual misconduct will result in further action in line with Hanover's disciplinary policy.

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

7.3 Hanover reserve the right to review employees' working patterns from time to time.

7.4 Where it is identified that a regular pattern has emerged, the employees manager will discuss the possibility of a *Flexible Working Request* instead. Please refer to the flexible working policy.

8. Responsibilities

8.1 In consideration of flexi-time scheme, employees are expected to abide by this policy and adhere to the guidelines set out in the procedure. Employees also have a responsibility to co-operate with us should their flexi-time request not be accommodated at the time of request.

8.2 All Hanover managers hold a responsibility to support their employee's and provide guidance on the appropriate use of the flexi-time scheme benefit.

9. Monitoring & Evaluation

9.1 This procedure constitutes contractual terms and conditions. Hanover reserves the right to amend any provision of this procedure subsequent to appropriate consultation.

9.2 We will regularly evaluate this policy and accompanying procedure in line with the volume of flexible working requests and approvals received.

10. Review

10.1 Hanover undertakes to review this policy regularly, at least every three years, with regard to:

- Applicable legislation, rules, regulations and guidance
- Changes in the organisation
- Continued best practice