



People & ICT

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FLEXI TIME SCHEME

Introduction

The Council has agreed to the Flex-time Scheme for appropriate staff. A flexi-time scheme allows staff to have an element of flexibility over their working hours. It involves flexible start and finish times around 'core working hours' (when attendance is required) and within the limitations of the bandwidth (the earliest and latest times between which hours can be worked) allows staff more choice, subject to the operational requirements, over their working hours.

Managers and staff will however have to ensure that a proper and effective service is maintained from the different bases where flexi time will apply during normal office opening hours of 9 am - 5 pm Monday to Friday, including lunchtime.

Eligibility

Subject to the operational needs of the Council to deliver services effectively and where Services choose to introduce the scheme, flexi-time is available to all staff apart from:

- Staff whose contracts require the working of specific fixed hours (e.g. staff working shifts)
- Teachers/school staff (academic staff already have flexibilities within their contract)

Staff who, by the nature of their contract i.e. part-time hours, or those with working patterns or on shift patterns where they are required to undertake duties at a particular time, may be unable to benefit from the scheme.

It is not a contractual right and can be reviewed at any time. It may be amended or withdrawn if there is a detrimental impact on the delivery of the service. If arrangements are changed these will be given in writing.

It does not alter the existing definition of a working week, defined as 35/37 hours per week and it does not affect overtime working.

The purpose of the scheme is to allow members of staff to effectively manage their work commitments and

their personal commitments. Subject to the operational requirements of the Service, staff may work flexibly during 'Flexible' hours for their department.

Core conditions

The normal working hours pattern for a full time member of staff is a 35 or 37 hour week, 7 or 7.5 hours per day, Monday to Friday 9.00am to 4.30/5.00pm with one unpaid half hour for lunch.

Anyone **routinely** working hours which vary from the normal 9-5 should apply for flexible working.

All staff participating in the flexitime scheme are expected to be present, undertaking their duties during the core hours which are defined as follows:

- 06.00 - 10.00 flexible
- 10.00 - 12.00 core
- 12.00pm - 14.00 flexible
- 14.00 - 16.00 core
- 16.00 - 20.00 flexible

These are the standard core hours for staff to whom this scheme applies and should be used for normal working arrangements.

All provision under the flexitime scheme is pro rata for part time staff.

In terms of service delivery it will be for line managers to ensure that sufficient staff are available during 9.00am - 5.00pm, including lunchtimes, and out with these hours where business needs require it, to ensure proper service delivery. It will be at a Service Director's discretion to determine who should be admitted to the flexitime scheme according to Service demands.

Operating the scheme

Breaks

All staff working more than six sequential hours a day must take a minimum of a half hour break which is not counted within the flexi-time scheme i.e. it is taken in staff's own time. For young people under the age of 18 years, a minimum break of half an hour is required after four and half hours in accordance with the working time regulations.

Time Recording

All staff participating in the flexi scheme must keep a clear and accurate record of hours worked, using The Highland Council [time recording sheets](#). The time recording sheets should be completed weekly and submitted to line managers to be checked on monthly basis. All time recording sheets should be kept for three years and are open to audit at any time.

Time accrued as credit hours as a result of the scheme must be taken as flexi leave. A maximum of 14 hours of credit or 7 deficit hours can be carried into the next four week period. Pro rata for part time staff.

Any staff who resign from the Council or move to a different post within the Council are expected to clear any credit or debit flexi-time before leaving/moving.

Requesting Flexi Leave

There are thirteen accounting periods per year. One full day or two half days can be requested in any one accounting period. Full and half days are defined by the contracted hours and should be calculated according for part-time contracts.

The success of the scheme relies upon the trust between staff and their manager. Any request to take flexi-time should be agreed by the line manager in advance. The request should be on the reverse of the Annual Leave record sheet or electronically if set up, and be authorised by the line manager before any plans are made. Staff are encouraged be mindful of busy periods within their Service.

A request may be refused if minimum staffing levels cannot be maintained as this may cause undue pressure on the remainder of the team. Appropriate staffing levels will be determined by the line manager.

The granting of Annual leave and then TOIL will always take priority over flexi-time.

Time Off In Lieu

Flexi-time differs from Time off in Lieu (TOIL) which can only be accrued through additional hours worked requested or approved in advance by a line manager or a set requirement to undertake additional hours of work. This would normally be in relation to a specific activity or piece of work. Employees' must keep a clear and accurate record of hours worked, using The Highland Council [time recording sheets](#).