



Mid-Wales Housing Association

Title: Flexi-time Policy

1.0 Introduction

- 1.1 Mid-Wales Housing Association is committed to the promotion of a healthy work-life balance for its staff. The flexi-time system provides opportunities for some flexibility in working arrangements allowing employees to choose, within set limits, when to begin and end work. Flexi-time arrangements will be made available, as far as practicable, to all staff.
- 1.2 The operational needs of the Association are always paramount when working under a flexi-time system. This means that it may not always be possible to accommodate requests for use of the flexi-time system or for staff to take flexi-leave at a particular time if this conflicts with the requirements of the department or section.
- 1.3 Individual departments will be required to provide cover as appropriate between the hours of 9.00am and 5.00pm.

2.0 Working Hours - Definition

- 2.1 Working hours are those that contractually apply to an individual member of staff. For full-time staff the working week is 35 hours.
- 2.2 The Association's standard working hours are 9.00am to 5.00pm, Monday to Friday, with a 1 hour lunch break. For a standard working pattern a whole day is 7 hours and a half day is 3.5 hours.
- 2.3 Requests to permanently vary the number of hours, times or days of work are considered in accordance with the Flexible Working Policy.

3.0 Working Hours – Flexibility

- 3.1 Working hours are divided into bands of core-time and flexi-time.
- 3.2 Unless away from work on authorised leave, staff are required to be at work during core time. The core time bands are 10.00am to 12 noon and 2.00pm to 4.00pm. Unauthorised absence during core time will be reported to line managers.

- 3.3 Outside the core times, at the beginning, middle and end of the day are flexible bands when, subject to the operational needs of the Association, staff may start and finish work at their discretion. The flexible time bands are 8.00am to 10.00am, 12.00 noon to 2.00pm and 4.00pm to 8.00pm. A minimum 30 minute lunch break will be incorporated into the flexible band from 12.00 noon to 2.00pm.
- 3.4 The bandwidth is the total period that the workplace is open, which is 8.00am to 8.00pm. Flexi-time will not accrue outside these hours unless it is pre-authorised by a line manager.

4.0 Settlement Period

- 4.1 The settlement period is four weeks, in which an agreed number of hours are scheduled to be worked. There are 13 such periods in a year.
- 4.2 For staff working a 35 hour week, the agreed number of hours in a four week settlement period will be 140 hours.
- 4.3 Hours of attendance are recorded and added up at the end of each settlement period. A credit or debit of 10 hours may be carried forward to the next settlement period (N.B this is pro-rata for part-time staff). Any excess credit (over 10 hours) will be lost at the end of the settlement period. The system will inform line managers when an employee exceeds the credit/debit allowance.
- 4.4 During the settlement period a maximum of two days flexi-leave may be taken, which is taken as whole or half days. Flexi-leave must be pre-authorised by a line manager.

5.0 Time Recording

- 5.1 Time will be recorded via an electronic time management system. All employees will be provided with a fob device to be used for the purposes of time recording and building access.
- 5.2 Time will be recorded to the nearest minute at the start and end of the day, there will be no rounding of times or grace bands.
- 5.3 Employees are required to 'clock in' at the beginning of the working day and 'clock out' at the end of the working day. If an employee fails to 'clock out' at the end of the day the system will automatically register an end time in accordance with the contracted hours of work.
- 5.4 Employees are required to record lunch break times. If lunch break times are not recorded there will be an automatic deduction of one hour. All employees are required to take a minimum half hour lunch break.

5.5 Where necessary, off site working and attendance at meetings, training courses or conferences will be recorded manually and times of attendance will be authorised and entered on to the time management system by line managers or system administrators as appropriate.

5.6 Employees will have access to the time management system to make real-time clocking at their desk when they are not leaving the building e.g. at lunch break and to view flexi-time balances.

6.0 Medical Appointments

6.1 Staff benefiting from flexitime are required, as far as is reasonably practicable, to arrange personal appointments outside core times. (Please see section 1.5.8 of the Employment Handbook for further details).

7.0 Overtime, Call-outs and business meetings out of hours

7.1 Flexi-time is separate from any arrangements for working overtime, call outs and business meetings out of hours. (Please see section 1.3 of the Employment Handbook for further details).

8.0 Attendance at training courses or conferences and business meetings out of hours

8.1 When attending a one-day training course or conference flexi-time will be credited for time spent outside normal working hours, including travelling time.

8.2 Credit will not be authorised for time spent at an overnight training course or conference but credit will be given for time spent outside normal working hours in travelling to and from the venue.

9.0 Abuse of the Flexi-time system

9.1 Line managers and HR will be responsible for checking the use of the flexi-time system to ascertain that the system is being operated correctly and consistently. Any abuse of the system will be regarded as misconduct and will be dealt with in accordance with the Association's Disciplinary procedure.