

## Employee Health & Wellbeing Policy - Annex 1

### Examples of flexible working arrangements

#### Flexible working hours scheme (grades 1-5)

It is essential for the successful operation of any flexible working hours scheme that appropriate levels of cover are maintained; operation of the scheme is conditional upon this and it is the responsibility of the relevant line manager to ensure compliance.

It should also be noted that the scheme is best-suited to staff who work regular hours and may not be suitable in areas where working hours are dictated by service provision.

1. Core hours are 9.30 a.m. to 12.00 noon and 2.00 p.m. to 4.30 p.m. All staff will normally be in the workplace during these hours.
2. Your working hours will not normally start earlier than 8.00 a.m. or finish any later than 6.00 p.m.
3. At least 30 minutes must be taken for a lunch break between 12.00 noon and 2.00 p.m.
4. It is permissible to carry a balance of up to +/- 7 hours from one calendar month to another. It is not permissible to carry a deficit forward for two consecutive calendar months.
5. Doctors, dentists and other appointments should, as far as possible, be made outside of core hours. Your line manager must authorise absences which, exceptionally, fall within core time.
6. Flexi-time sheets must be completed daily (in hours and minutes, rounded down to the nearest fifteen minutes) and approved weekly by your line manager, who will maintain appropriate records.
7. Any abuse of the scheme or fraudulent entries on the flexi-time sheet will be subject to disciplinary procedures.

#### Compressed hours

This is where an employee works their total agreed hours over fewer working days. For example, a five-day working week is compressed into four days or the employee works nine days out of ten in a fortnight.

#### Annualised hours

This is a system that calculates the hours an employee works over the whole year. The annual hours are usually split into 'set shifts,' which cover the majority of the year and 'reserve shifts,' which the employee can be asked to work at short notice as demand dictates. In practice the system is often used by shift workers.

The typical formula would be:

No of weeks per year, less contractual annual leave, bank/public holidays and closure days, multiplied by the number of working hours per week.