



**Surrey Heath Borough Council  
Human Resources**

**Flexi Time Policy**

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## **1. Introduction**

Surrey Heath Borough Council is committed to ensuring that employees are able to achieve a balance between the demands of work and their domestic, personal, public duties and circumstances in order to maintain work performance.

## **2. Scope**

This procedure applies to all employees at the Council. This policy and procedure should be read in conjunction with the following policies and all other relevant policies will apply:

- Leave & Special Leave Policy
- Disciplinary Policy & Procedure
- Grievance Policy and Procedure
- Overtime guidelines

## **3. Policy Statement**

The purpose of this policy and procedure is to provide guidance when dealing with requests for flexi time. Information on hours worked and overtime working can be found in the Terms and Conditions.

## **4. Equality Impact Assessment**

The Council's Equality Scheme demonstrates its commitment to equality internally and externally and ensures that all sections of the community are given an opportunity to contribute to the wellbeing of the community. An equality impact assessment has been carried out on this Policy and Procedure. This policy will also support those employees with protected characteristics in relation to the implementation of the procedures.

The Council ensures that consultation is representative of the community and that consideration is given on how to consult hard to reach groups and will positively learn from responses.

## **5. Flexible Working Hours**

Flexible Working Hours (FLEXITIME) is a method by which employees are able to have a measure of personal control over when they work their standard working hours. The scheme is based on the following principles:

- That there shall be no increase in staffing levels as a result of the Flexi Time Scheme.
- That there shall be no reduction in the level of services provided.

5.1 This scheme applies to all part time and full time employees of the Council with the following exceptions:

- CMT members
- Officers working fixed hours
- Employees, whose pattern of working hours would, in the view of their [Strategic Director](#) /Head of Service, make Flexi Time impracticable.
- Local arrangements may be appropriate for certain areas in the Council such as the theatre.

The working day is divided as follows:-

<b>Bandwidth</b> (Total time which the scheme will operate each day)	Monday to Friday	08.00 hrs to 18.00 hrs
<b>Core Time</b> (The time when all employees will be at work each day)	Monday to Thursday Friday	10.00 hrs to 16.00 hrs 10.00 hrs to 15.30 hrs (A lunch break of at least half an hour but not exceeding 2 hours to be taken between 12.00 and 14.30 hours)
<b>Cover Time</b> (This is the time when offices must be staffed).	<a href="#">Strategic Directors</a> /Heads of Service will, following consultation with their employees designate the employees concerned, number of staff required to be present, and the actual Cover Times involved but such Cover Time shall not exceed: Monday – Thursday Friday	08:30 hrs to 17:00 hrs 08:30 hrs to 16.30 hrs
<b>Flexible Time</b> (Subject to the foregoing, the times employees will be free to choose their starting and finishing times)	Start: Monday to Friday Finish: Monday to Thursday Friday	08:00 hrs to 10.00 hrs 16.00 hrs to 18.00 hrs 15:30 hrs to 18:00 hrs

\*There may be exceptions to the bandwidth such as committee meetings/events, any arrangements must be approved by a line manager.

## 6 Recording of hours worked

Employees on grades eligible for flexi-leave and those employed on fixed-hours are required to record their times of arrival, departure and lunch period [in iTrent](#).

## 7 Flexi-Leave

Flexible working arrangements with regards to leave are available for employees within the following parameters:

- **Grades 1-9**– these employees have the facility to accrue credit hours to take 2 days flexi-leave in each four week settlement period, this will be subject to management approval and the needs of the department. Tier 1 & 2 managers are not included in this scheme but this will be kept under review

### 7.1 Settlement Period

The settlement period is four weeks, the total contractual working hours for which is 148 hours for those employees contracted to a 37 hour week. This is prorated for part time employees. When the employee wishes to utilise their flexi time this will need to be booked through iHrent for their manager to approve. Any hours accrued and not used within the settlement period will be lost with the exception of 7.2

### 7.2 Carry-over balances

Eligible employees may carry over to the following settlement period up to 15 hours credit or debit (pro-rata for part time employees), subject to prior authorisation in the same manner as annual leave. In exceptional circumstances, a Strategic Director/Head of Service may approve a larger credit carry-over, and may authorise flexi-leave in excess of the limits.

7.3 Flexi time will not be paid to any employee under any circumstances.