

Daventry Town Council

Flexible Working Policy and Procedure

Flexible Working

It is possible that there will be occasions when employees are asked to work hours in excess of the basic working week. On these occasions, Daventry Town Council must have a due regard for the welfare of its staff and will not expect people to work long hours continually.

Flexible working is not a payment for overtime; it is a means for ensuring that people take rest days after periods of sustained effort.

To assist Daventry Town Council to pursue a consistent policy when granting flexible working the following guidelines apply:

Hours of Work

Your normal hours of work are detailed in your contract; it is your responsibility to ensure that you attend punctually for work and follow all timekeeping and absence procedures. Any additional time must be approved by your line manager in advance. We will not be in breach of this policy should we refuse any additional hours.

Additional Hours/Overtime

In order to meet operational requirements, you will be required to work additional hours as directed by your Line Manager and approved by the Chief Officer or Responsible Finance Officer.

We do not normally pay overtime, rather any additional hours worked are paid on a one to one basis or taken off at times agreed with your Line Manager.

Accruing Hours

Flexible hours are accrued when extra hours are worked. All additional hours worked, and flexible time accrued must be approved in advance by your Line Manager and approved by the Chief Officer or Responsible Finance Officer. All employees have a responsibility to plan their hours of work to minimise additional working hours wherever practicable, so flexible hours are normally granted where attendance at an out-of-hours meeting or event is essential.

It is expected that no more than 37 hours can be held 'in balance' at any time. Once you have accrued the maximum 37 hours, we may refuse the right to allow you to accrue any more, and to insist that you take some of these before allowing you to accrue any further additional hours.

Entitlement to claiming flexible working hours

Flexible hours can be claimed on a 1 for 1 basis.

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Recording flexible hours

Hours accrued and taken must be recorded on a 'Time off in Lieu (TOIL) form and given to your line manager or the Responsible Finance Officer at the end of the working week.

Procedure for taking flexible hours

Time of in Lieu must be agreed in advance with your Line Manager and approved by the Chief Officer or Responsible Finance Officer.

- To request TOIL, you must complete the TOIL form and pass to your line manager, at least 2 working days before it is to be taken.
- All requests must be approved by the Chief Officer or Responsible Finance Officer.
- Hours accrued can be taken in blocks of 1 hour, or a full (7 hours) day.
- Retain a copy of the form authorising the request for your own records.
- All accrued hours must normally be taken within 3 months of being accrued.
- Balances cannot normally be carried across into the next leave year, so employees are reminded to allow plenty of time to take accrued hours before the start of the new holiday year (April).

Note: Requests can be refused subject to reasonable operational requirements.

Breach

Any employee accruing or taking hours without the required advance notice periods above, or without prior approval, or found to be fraudulently recording hours, will be subject to the Disciplinary Policy.

Refused Permission

Should permission to take accrued hours be refused for operational requirements, an allowance can be considered to enable you to carry forward the time.

Should the refusal be linked to staff shortages and/or you are covering another post within the organisation in addition to your own, agreement will be given to carry forward the accrued hours until such time as the post is filled and you return to your normal duties.