



Flexi Scheme Policy

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
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DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
CDC Personnel Committee	9 July 2024

DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District

DATE FOR REVIEW

No later than 1st June 2027 but sooner if impacted by legislative changes.

REVISION HISTORY

Version	Revision date	Summary of revision

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1. Introduction

- 1.1 Cherwell District Council's flexi scheme applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.
- 1.2 This policy does not form part of any contract of employment or other contract to provide services, and the Council may amend it at any time. Flexitime is a non-contractual benefit.
- 1.3 Cherwell District Council has a long-established commitment to flexible working arrangements and other policies/information/advice to help ensure staff achieve a healthy work-life balance.
- 1.4 Managers are responsible for ensuring that agreement to any requested amendments to working arrangements are sought in advance by staff. It is important to ensure service requirements are fully considered and customer service levels are not compromised by lack of staff availability.
- 1.5 It is important to remember that staff are contracted to work a specified number of hours to carry out their job requirements. Where individuals are regularly working sufficient hours in excess of this to build up the maximum allowable flexitime, it should be as a result of service requirements rather than personal choice. Managers are encouraged to regularly monitor working patterns to ensure this is the case. The primary function of the flexitime arrangements is to facilitate minor variations to working time and not the creation of additional leave days. For this reason, flexitime should not normally be booked more than one month in advance or without having built up the relevant hours.
- 1.6 This policy specifically addresses how our flexi scheme works and can be utilised. Flexitime can help employees to combine their work and personal responsibilities and can help workflow to be managed more efficiently by being able to respond to urgent, unplanned demands or dealing with sudden variations in workload.
- 1.7 It is not the intention of the scheme to enable employees to accumulate large amounts of time off, and managers must ensure that the operation of the scheme does not affect the quality of service provided by the Council. Where necessary, local scheme arrangements will be put in place to ensure business needs are met and maintained.

2. Entitlement to the flexi scheme

- 2.1 Wherever possible, all employees will be given the chance to participate in the scheme. However, it is recognised that for certain staff, flexitime is not practicable. Employees should refer to their individual contracts of employment to determine if they are eligible.
- 2.2 This scheme does not apply to staff on Grade J and above.
- 2.3 Managers may, at any time, over-ride the provisions of the flexitime scheme in the interests of operational efficiency or quality of service and they may wish to seek the advice/support of the Assistant Director, or Head of Service if areas do not have

an Assistant Director, should they wish to do so. Sufficient staffing cover must be provided during business hours/opening times.

3. Flexitime bandwidth

- 3.1 The daily working bandwidth is from 7.00am to 10.00pm. This is the period within which the employee's working day must be contained, and employees must not start work earlier or finish later than these times, or complete work on weekends, without the prior authorisation of their line manager.
- 3.2 Managers will decide their local arrangements in line with the needs of their business area and this bandwidth. The manager's decision on the working pattern is final.
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4. Accounting for time worked under Flexitime

- 4.1 Employees may bank up to a maximum of 3 standard full-time working days (7 hours and 24 minutes per day, 22 hours and 12 minutes for 3 days), or pro-rata to hours worked for part time employees (60% of weekly contractual hours) at any time. Any additional hours to this will be lost at the end of each 4-week accounting period.
- 4.2 Employees may request up to a maximum of 2 days flexi-leave (14 hours 48 minutes) within a 4-week period. Under no circumstances can the leave be taken without the manager's consent. It is important that the manager consider this request before granting or refusing the request. The manager's decision will be final.
- 4.3 Throughout the 4-week period it remains possible to utilise the flexi scheme for occasions that are personal to employees i.e, routine personal appointments, caring responsibilities, extended lunch breaks. Employees must notify their manager of their intentions ahead of any such occasion, and they must fit around business need.
- 4.4 Where employees appear to be consistently working in excess of their contractual hours each week, managers should investigate and if necessary, review workload, objectives and working methods. An action plan must be developed, and review periods agreed if the working time regularly exceeds 48 hours per week.
- 4.5 In extenuating circumstances, an employee may go into deficit by up to a maximum of 1 full-time day (7 hours, 24 minutes), or pro-rata for part-time employees (20% of weekly working hours). This debit will need to be made up by the end of the following flexi period. In exceptional circumstances a flexi debit balance could be deducted from the employee's salary.
- 4.6 Where an employee is consistently working fewer than their agreed hours, resulting in a flexi deficit, this should be investigated by their manager and appropriate action taken.

- 4.7 Approval for taking flexi-leave must be obtained from managers in the same way as for annual leave, i.e. agreed in advance and subject to service delivery requirements. Flexi-leave must not be booked until after the time has been accumulated.
- 4.8 If, because of urgent service delivery requirements, booked flex days/half-days have to be cancelled then a suitable alternative date should be agreed at the earliest possible opportunity.

5. Recording and settlement periods

- 5.1 The recording period is 4-weekly. This is the point at which the 'bank' of hours must be within the agreed limits.
- 5.2 Payment of credit flexi balances will **not** be paid when an employee leaves the council.
- 5.3 The council reserve the right to deduct money from final salary for any debit flexi hours owed.

6. Doctors/Dentist/Optician Appointments

- 6.1 No additional time will be credited for these routine appointments unless it is for the purpose of 'routine' cancer screening such as for cervical, breast or prostate cancer.
- 6.2 Where regular treatment for a recognised medical condition is needed over a number of weeks or months, this rule may be waived with the manager's agreement.

7. Hospital Appointments

The council recognise that attendance for hospital appointments can be time consuming and that the timing of such appointments may be out of the control of the individuals. Managers will therefore grant back reasonable time for hospital appointments on production of a hospital letter or appointment card.

8. Training

- 8.1 The council consider the provision of training to be a benefit to employees and will generally support such training by paying or sponsoring course fees and providing paid time off for attendance.
- 8.2 Attendance away from your normal working environment should be recorded as 7 hours, 24 minutes per day and 3 hours, 42 minutes per half day.
- 8.3 Excess travel time will not be reimbursed.

9. Meetings

Employees who are required to attend meetings away from their normal workplace will be credited with reasonable excess time for travel etc. less normal travel to work time.

10. Breaks

Staff who take a break are required to clock out of iTrent to do so and clock back in upon their return to working. Employees who work more than 6 hours in a working day must ensure that at least 30 minutes is taken for lunch and iTrent will automatically deduct this if working time recorded is over 6 hours and no breaks have been booked in.

11. Time Recording

11.1 The recording of flexi is carried out using the HR / Payroll system (iTrent). Eligible employees will need to record their start and end times on a daily basis within Employee Self-Service. Managers are able to monitor the working hours of employees within iTrent through their Manager Self-Service and must arrange discussions with employees if excessive hours are regularly being worked or the employee is in significant deficit of hours.

11.2 Time taken must be recorded as follows for full days and half days:-

- A full day must be recorded as 7 hours, 24 minutes.
- A half day must be recorded as 3 hours, 42 minutes.

11.3 Bookings should not be made or approved if there is not the sufficient number of accrued flexitime hours available to book.

12. Abuse of flexitime scheme

The flexitime scheme is based on trust between the Council and employees. It is operated as a benefit and may be withdrawn at management discretion. In cases where there is abuse or non-compliance with the scheme, disciplinary action may be taken. Such cases must be discussed with Human Resources prior to any action being taken.