

Flexi Time Policy (Including Agile Working)

Supporting Work Life Balance PIN Policies (SWLB) – Annex B

HR Services, NHS Highland

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Distribution:

- **All NHS Highland including Argyll & Bute**

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Data Protection Statement

NHS Highland is committed to ensuring all current data protection legislation is complied with when processing data that is classified within the legislation as personal data or special category personal data.

Good data protection practice is embedded in the culture of NHS Highland with all staff required to complete mandatory data protection training in order to understand their data protection responsibilities. All staff are expected to follow the NHS policies, processes and guidelines which have been designed to ensure the confidentiality, integrity and availability of data is assured whenever personal data is handled or processed.

The NHS Highland fair processing notice contains full detail of how and why we process personal data and can be found by clicking on the following link to the 'Your Rights' section of the NHS Highland internet site.

<http://www.nhshighland.scot.nhs.uk/Pages/YourRights.aspx>

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FLEXI TIME POLICY (INCLUDING AGILE WORKING)

Supporting Work Life Balance PIN Policies (SWLB) – Annex B

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1. INTRODUCTION

This Policy supersedes all flexi time arrangements currently in place within NHS Highland.

The flexi time system allows for a degree of flexibility in working hours to assist staff in managing their work/life balance while at the same time ensuring adequate staffing levels are maintained. Participation in the system does not confer any contractual obligations or entitlements. Flexi time should be accumulated / taken in accordance with the needs of the service, as well as the needs / wishes of the individual member of staff.

Part-time staff should follow the same procedure as full-time staff on the days or part days for which they are contracted.

NHS Highland has, in some areas / departments / teams, moved to a new way of working – Agile Working, due to a need to consolidate working environments. Agile Working is working flexibly, in that some staff can with agreement with managers and where Core Hours are **not** required due to the type of work done, work at home for some of the time and work flexibly within the office eg. 7am - 3pm, 11am – 7pm, etc (full time workers with ½ hour lunch). (The Flexi Worksheets can still be used to keep track of times worked which managers can monitor, etc.)

Staff working in circumstances not appropriate to the scheme may be exempt from it. Similarly, in a section where an employee is working alone, flexible hours may be impracticable.

The Policy also may be implemented in work areas not currently operating flexi time or agile working – but this requires to be by discussion and agreement with the appropriate manager and staff, if necessary with support from HR / Trade Union Representatives. **It is likely that flexi time or agile working arrangements will be most relevant for office-based staff, rather than those working shifts.** However they apply to all individuals employed by NHS Highland including the Executive Level and Senior Management cohort and Doctors and Dentists.

This policy does not supersede the Time off in Lieu (TOIL) conditions as set out in the Agenda for Change Handbook, supplemented by the latest guidance on TOIL for staff at Band 8a and above.

2. BAND WIDTH

The period from 7:00 am – 7.00 pm, Monday to Friday is called the bandwidth. All hours worked should fall within this period. Flexi time cannot be accumulated outwith the bandwidth without prior authorisation. If staff wish to attend courses / meetings and this results in hours worked being outside the bandwidth, this must be authorised by the Manager, and / or paid as overtime or TOIL as agreed with the member of staff.

Appendix 1 provides further advice on the appropriate recording of hours when away from the office on business. These additional hours could include travel time, for example travelling down the night before a meeting, or travelling home late after the meeting.

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2.1 Core Time

All staff that are required within a Department / Team to work Core Hours are required to be on duty during Core Times that fall into their normal working day, which is Monday to Friday:

10.00 am – 12.00 noon

2.00 pm - 4.00 pm

It will be each individual's responsibility to ensure that times are recorded on the electronic flexi time spreadsheets (unless an alternative system, e.g. a clocking in system is in place). There is a choice of 3 spreadsheets – see **Appendix 2**, and to ensure that there is consistency throughout the organisation, these Flexi sheets are not to be altered. At the end of each 4 week or 5 week recording period, a copy of the flexi spreadsheet should be given to the Manager for authorisation and filing.

Staff should be aware that records of Flexi Time and Agile Working will be audited on a periodic basis. Any falsification of entries on the time sheet will be investigated under the terms of the NHS Highland's Management of Employee Conduct PIN Policy and could result in disciplinary action being taken against the employee and the privilege of working flexi time or agilely being withdrawn.

Any absence on flexi time and agile working during core hours must be specifically authorised by the Manager.

The minimum lunch break is **30 minutes** and the maximum lunch break is **2 hours**. Lunch breaks are unpaid and must be taken between **12.00 noon and 2.00 pm**, if on Core Hours, and if Agile Working then what is appropriate, eg. If working 7am – 3pm with 30 minutes lunch break this could be between 11am – 1pm (flexible).

3. MEDICAL / DENTAL APPOINTMENTS

Appointments with GPs, Dentists or Opticians, etc, should be arranged in off duty hours or outwith core times. It is recognised that it can, at times, be difficult to get GP, Dental, Optician, etc appointments outwith core times and, in light of this, when necessary, a Manager can authorise the use of flexi time in core times to allow for such appointments. This time, like any other authorised flexi time, will require to be worked back by the individual, given that these appointments will not be regarded as time on duty.

Hospital appointments, clinics and screening programmes* and subsequent appointments at GP Practices, Mobile Units or Hospitals are outwith the control of the individual, therefore these appointments shall be regarded as time on duty but must nevertheless be sanctioned by the Manager and recorded as 'absent on business' using the appropriate form (**Appendix 2**) and authorised by the Manager. If the appointment is likely to be for half a day or more, an application for Special Leave should be made as per the usual procedure.

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***[For appointments to attend National screening programmes – including Abdominal Aortic Aneurysm Screening, Breast screening and Cervical screening, etc all staff should refer to Section 3 - Special Leave Policy (SWLB PIN Policies – Annex I).]**

Different arrangements may apply to members of staff who are being dealt with through matters such as capability, disability, etc, and the individual arrangements for hospital appointments, etc will be agreed in such circumstances.

3.1. Medical / Dental Appointments for Dependants or Where the Member of Staff is a Principal Carer

It may be necessary for staff to accompany a dependant to medical or dental appointments, etc. A request for time to attend an appointment with a dependant or other person the member of staff cares for must be made in advance to the Manager. An application for Special Leave should be made as per the usual procedure.

4. SETTLEMENT PERIOD

The settlement period will be 4 or 5 weeks depending on which flexi form the department / team is using. At the end of each settlement period, the number of hours worked will be totalled. A credit of not more than 11.5 hours for a 4 week period (pro-rata for part-time staff*) or not more than 14.5 hrs for a 5 week period (pro-rata for part-time staff*), may be carried forward to the next settlement period but any credit over and above 11.5 or 14.5 hours will be deleted, unless any other agreement with the manager.

** i.e. $\frac{\text{part-time hours}}{37.5} \times 11.5 = \text{permissible credit}$*

If the number of hours worked in any 4 or 5 week settlement period is less than the member of staff's contracted hours, the debit will be carried forward into the next period. The debit must not exceed 7.5 hours (pro-rata for part-time workers) and this must be worked during the next settlement period. If the debit does exceed 7.5 hours (pro-rata for part-time workers), this may result in a loss of salary or the debit being counted against annual leave. It could also result in the flexi time or agile working facility being withdrawn, or to disciplinary action.

5. ABSENCES FROM DUTY

Where a member of staff is absent from duty because of a public holiday / annual leave / sick leave / study leave / parental leave / carer leave, the reason should be annotated in the comments column and a credit of a full 7.5 hours will be given and entered in the time sheet in the start and finish column. For part-time staff this will be their normal daily contracted hours. The usual arrangements for notification and authorisation of such leave will apply.

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6. FLEXI - DAYS

With the agreement of their Manager, and after discussion with relevant colleagues, a member of staff may use accumulated time to take a maximum of 1 day or 2 half days off per settlement period (for both the 4 weeks or 5 weeks). This will be pro-rata for part time staff. This facility is only available for staff who have accumulated sufficient credit within the period or who anticipate accumulating sufficient credit.

Flexi days will only be granted if at least 24 hours notice is given prior to the intended day and only if sufficient cover is available for the department / team. Therefore staff should ensure that they discuss this with their Manager and relevant colleagues as appropriate before making a request to ensure that core times are covered. Anyone taking flexi days without prior agreement will be considered absent without leave and may be subject to disciplinary action.

7. OVERTIME

Overtime will only be worked to meet the express needs of the service and when authorised by the Departmental / Team Manager. These hours will not be part of the flexi system and will require to be recorded separately in accordance with Section 3 of the Agenda for Change Terms and Conditions. Staff may elect to take additional hours worked as TOIL.

8. CHANGES TO WORKING PATTERN

Flexi Time and Agile Working is intended to give staff flexibility in their working arrangements and at the same time meeting the needs of the department / team without altering substantive hours worked by staff.

Flexi time and Agile Working can take place within the same department, as the work requirements within the different teams in the department may require a different way of working, eg, some Teams need to work Core Hours and other Teams may not need this.

Staff who wish a permanent alteration to their working week should write separately to their Manager outlining their request and refer to the Managing Flexible Working Requests Policy (SWLB PIN Policies – Annex A).

9. FLEXI TIME OPT-IN FORM

A Flexi Time Opt-In Form is attached (**Appendix 3**). Any member of staff working in a department within NHS Highland where flexi time has been agreed as applicable should complete the form and return it to their Manager.

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New starts within a department / team where flexi time or agile working is applicable should be given the Flexi time Policy (SWLB PIN Policies – Annex B) for their consideration and discussion of any areas requiring clarification, and Opt in Form (for completion) by their Manager as part of the induction process.

10. REVIEW

The Flexi time Policy (SWLB PIN Policies – Annex B) will be monitored by the Highland Partnership Forum and checked regularly that it is still fit for purpose. The policy is reviewed every 3 years.

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APPENDIX 1

RECORDING OF HOURS FOR ATTENDANCE AT WORK EVENTS AWAY FROM THE OFFICE, WHICH MAY INCLUDE AN OVERNIGHT STAY

Where you are required and agree to attend a work event away from your office, it is important that appropriate hours are recorded either as hours for which you will be credited on your flexi time record and / or receive TOIL or paid overtime as appropriate.

All such hours **MUST** be discussed and agreed in principle with your Manager before the event and finalised after attendance at the event.

A typical situation in which you may attend an event away from the office is outlined below and clarity given on how these hours should be recorded. The key points are:

- The travelling time to and from the event should be logged, together with the actual time of the event. If you travel to and from the event directly from your home then your normal travelling time to and from work should be deducted from the time claimed;
- The time from when you arrive at your place of accommodation, where you are required to stay away from home overnight, should not be logged as work time;
- Travel time between your place of accommodation and the venue for the event should not be logged as work time;
- Any breaks away from the event during the day should not be recorded as work time.

Example:

Employee A normally starts work at the office at 9.00 am every morning and finishes at 5.00 pm, taking 1/2 hour for lunch and having 30 minutes travelling time each way to work. Employee A agrees to attend a 2 day work event which requires them leaving home at 6.30 am to catch a 7.00 am train to arrive at the conference at 10.00 am for Day 1 of the event. The conference provides lunch at 12.30 pm for 1 hour and closes at 5.00 pm. Employee A travels to the accommodation booked for the event and arrives at 5.20 pm. Employee A leaves the hotel at 9.40 am the following morning to arrive for the conference resuming at 10.00 am. It closes at 2.30 pm having provided lunch between 12.30 pm and 1.30 pm. Employee A leaves the conference to go directly to catch a train and arrives home at 7.30 pm. The correct flexi time entry for the 2 days would be.

	Start	Finish	Start	Finish	Hours for Day	Notes
Mon	7.00	12.30	13.30	17.00	9.00	Includes Travel
Tues	10.00	12.30	13.30	19.00	8.00	Includes Travel
etc						
Deducts 1/2 hour as this is the normal travel to work time and the 6.30 am departure was from home.		Deducts an hour for Lunch		Deducts 1/2 hour as this is the normal travel from work to home time and the 7:30 arrival was to home.		

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APPENDIX 2 (a) – Sample of Flexi Time Proforma Worksheet – 5 Day/4 Weeks
(Can be found on the Intranet under Forms Library/Personnel)

FLEXIBLE WORKING HOURS - 4 WEEK PERIOD BEGINNING

NAME

DEPT

STANDARD WEEKLY HOURS

CREDIT/DEBIT FROM LAST PERIOD

Standard Weekly Hours & All Start/Finish times MUST be entered in 24 hr clock format and have a decimal point (full stop) rather than a colon separating the hr and minutes e.g.
 11:32 am would be 11.32
 2:35 pm would be 14.35

	Week beginning			
	Start	Finish	Start	Finish
Mon				
Tue				
Wed				
Thu				
Fri				

Hours
for day

Notes

Cumulative net conditioned hours -

Hours worked in Week 1
 Net hours at end of week
 Credit/Deficit

	Week beginning 07/01/1900			
	Start	Finish	Start	Finish
Mon				
Tue				
Wed				
Thu				
Fri				

Hours
for day

Notes

Cumulative net conditioned hours -

Hours worked in Week 2
 Net hours at end of week
 Credit/Deficit

	Week beginning 14/01/1900			
	Start	Finish	Start	Finish
Mon				
Tue				
Wed				
Thu				
Fri				

Hours
for day

Notes

Cumulative net conditioned hours -

Hours worked in Week 3
 Net hours at end of week
 Credit/Deficit

	Week beginning 21/01/1900			
	Start	Finish	Start	Finish
Mon				
Tue				
Wed				
Thu				
Fri				

Hours
for day

Notes

Cumulative net conditioned hours -

Hours worked in Week 4
 Net hours at end of week
 Credit/Deficit

SIGNATURE

DATE

LINE MANAGER

DATE

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APPENDIX 2 (b) – Sample of Flexi Time Proforma Worksheet – 5 Day/5 Weeks
(Can be found on the Intranet under Forms Library/Personnel)

FLEXIBLE WORKING HOURS - 5 WEEK PERIOD BEGINNING

19/02/2019

NAME

DEPT

STANDARD WEEKLY HOURS

37.50

CREDIT/DEBIT FROM LAST PERIOD

Standard Weekly Hours & All Start/Finish times MUST be entered in 24 hr clock format and have a decimal point (full stop) rather than a colon separating the hr and minutes e.g.
 11:32 am would be 11.32
 2:35 pm would be 14.35

Week beginning 19/02/2019				
	Start	Finish	Start	Finish
Mon				
Tue				
Wed				
Thu				
Fri				

Hours for day

Notes

Cumulative net conditioned hours - 37.50

-37.50

Hours worked in Week 1
 Net hours at end of week
 Credit/Deficit

Week beginning 26/02/2019				
	Start	Finish	Start	Finish
Mon				
Tue				
Wed				
Thu				
Fri				

Hours for day

Notes

Cumulative net conditioned hours - 75.40

-75.40

Hours worked in Week 2
 Net hours at end of week
 Credit/Deficit

Week beginning 05/03/2019				
	Start	Finish	Start	Finish
Mon				
Tue				
Wed				
Thu				
Fri				

Hours for day

Notes

Cumulative net conditioned hours - 113.30

-113.30

Hours worked in Week 3
 Net hours at end of week
 Credit/Deficit

Week beginning 12/03/2019				
	Start	Finish	Start	Finish
Mon				
Tue				
Wed				
Thu				
Fri				

Hours for day

Notes

Cumulative net conditioned hours - 151.20

-151.20

Hours worked in Week 4
 Net hours at end of week
 Credit/Deficit

Week beginning 21/01/1900				
	Start	Finish	Start	Finish
Mon				
Tue				
Wed				
Thu				
Fri				

Hours for day

Notes

Cumulative net conditioned hours -

-151.20

Hours worked in Week 5
 Net hours at end of week
 Credit/Deficit

SIGNATURE

DATE

LINE MANAGER

DATE

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APPENDIX 2 (c) – Sample of Flexi Time Proforma Worksheet – Multiple: 7 Day/4 Weeks (Can be found on the Intranet under Forms Library/Personnel)

FLEXIBLE WORKING HOURS - 4 WEEK PERIOD BEGINNING :-

19/02/2019

"note - if totals are zero, then press the "F9" button on keyboard to recalculate sheet"

NAME

DEPT

STANDARD WEEKLY HOURS:-

37.30

CREDIT/DEBIT FROM LAST PERIOD:-

0.00

Standard Weekly Hours & All Start/Finish times MUST be entered in 24 hr clock format and have a decimal point (full stop) rather than a colon separating the hr and minutes e.g.
11:32 am would be 11.32
2:35 pm would be 14.35
Starting at Midnight - enter 0
Ending at Midnight enter 24.00

Week 1 Week beginning 19/02/2019

	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										
Sun										

Cumulative net conditioned hours :- 37.30

Hours for day

0.00
0.00
0.00
0.00
0.00
0.00
0.00

Notes

Hours worked in Week 1
0.00
Net hours at end of week 1
-37.30
Credit/Deficit

Week 2 Week beginning 26/02/2019

	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										
Sun										

Cumulative net conditioned hours :- 75.00

Hours for day

0.00
0.00
0.00
0.00
0.00
0.00
0.00

Notes

Hours worked in Week 2
0.00
Net hours at end of week 2
-75.00
Credit/Deficit

Week 3 Week beginning 05/03/2019

	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										
Sun										

Cumulative net conditioned hours :- 112.30

Hours for day

0.00
0.00
0.00
0.00
0.00
0.00
0.00

Notes

Hours worked in Week 3
0.00
Net hours at end of week 3
-112.30
Credit/Deficit

Week 4 Week beginning 12/03/2019

	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
Mon										
Tue										
Wed										
Thu										
Fri										
Sat										
Sun										

Cumulative net conditioned hours :- 150.00

Hours for day

0.00
0.00
0.00
0.00
0.00
0.00
0.00

Notes

Hours worked in Week 4
0.00
Net hours at end of week 4
-150.00
Credit/Deficit

Net Hours at End of Week:-

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DATE

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APPENDIX 2 (d) Guidance for Completing Flexi Time Proforma Worksheet

Date	Top line, 4/5 week period beginning - enter date in the following format 22/06/2009
Standard Weekly Hours	Enter the number of hours and minutes that you work in a standard week <i>Example: 12.30 = 12 hours and 30 minutes. If you work full time enter 37.30</i>
Credit/Debit from last period	Enter credit or debit from last period using a minus sign to indicate a deficit <i>e.g. 10.00 = 10 hours credit, -3.42 = 3 hours and 42 minute deficit</i>
Start	Enter your morning/afternoon start time in hours and minutes, in 24 hour format <i>e.g. 8.40, 9.00, 11.05</i>
Finish	Enter your morning/afternoon finish time in hours and minutes (24 hour format) <i>e.g. 12.00, 12.35, 13.00</i>
Notes	Enter note against relevant day <i>e.g. A/L, a/l pm, sick, sick from 11.30, flexi, flexi am etc</i>
A/L, S/L	Enter normal working hours and note “annual leave” or “sick leave” in comments box

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NHS HIGHLAND FLEXI TIME POLICY
Supporting Work Life Balance PIN Policies (SWLB) – Annex B

FLEXI TIME OPT-IN FORM

Name:

Job Title:

Base:

Manager's Name:

Normal Working Hours:

The normal working hours of the Department
when cover is normally required, are:

I wish to participate in the flexi time system and will adhere to the terms set out in the NHS Highland Flexi Time PIN Policy ☐

I do not wish to participate in the flexi time system and wish to work my contracted standard working hours as agreed with my Manager ☐

If at a later stage I decide to alter my decision, I will do so by informing my Manager in writing.

Signed:

Date:

Manager's Signature:

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