

VOLUNTARY ACTION – LEEDS

GUIDELINES FOR FLEXTIME

(Full-time staff; part-time staff – see section 12)

1. Flexitime should be distinguished from Lieu Time, as it is based on the “working day” and not on extra time/overtime.
2. Flexitime is available to all staff whose hours are not fixed by essential service provision, by application to the appropriate line manager. The decision to approve/disapprove applications will be based primarily on the needs of VA-L rather than those of the individual, but these will also be considered, and permission will be given unless a good reason can be shown for refusal.
3. The hours to which Flexitime relates are those of VA-L’s normal function; any time worked beyond the hours defined below must be considered as overtime (unpaid), and procedures attached to Lieu Time apply to these hours.
4. Staff working Flexitime must work the core hours of their working day. For full-time staff, these hours are 10.00 a.m. to 3.00 p.m.; the flexibility is either side of these hours – i.e. from 7.30-10.00 a.m., and from 3.00-6.00 p.m. Staff who wish to arrive/leave earlier or later than the Caretaker (i.e. before 8.00 a.m. and after 5.30 p.m.) must ensure that a keyholder is present, and that at no time they are alone on the premises.
5. Staff must not build up more than 20 hours credit or debit. Flexitime accrued must be recompensed by working shorter hours, it is not intended to be added to Lieu Time or built up for extra holiday. However, to bring their Flexitime into balance, staff may take a maximum of three complete days per week as flexi-leave.
6. Staff working Flexitime must keep four-weekly records to show that these guidelines are being adhered to, and these must be counter-signed by line managers. During each four-week period, staff must work their contracted hours to within 20 hours credit or 20 hours debit. For full-time staff, that means that the maximum number of hours which can be worked in a four-week period is 160 (i.e. 35hrs x 4 weeks + 20), the minimum number is 120 (35hrs x 4

weeks – 20); contracted hours are, of course, 140. Credit and debit time should normally be used/made up the following month.

7. It is compulsory for staff to take a minimum of half an hour's lunch break between 12.00 and 2.00 p.m.; however, line managers may authorise departure from this rule in special circumstances.
8. If staff finish a four-week period in excess of 20 hours credit, the excess time will be lost, and the credit should be recorded as 20 hours only.
9. If staff finish a four-week period in excess of 20 hours debit, the excess will be deducted from annual leave or recorded as unpaid leave if the employee's annual leave entitlement would otherwise be exhausted.
10. If staff consistently finish a four-week period with credit or debit time in excess of 20 hours, flexitime may be withdrawn from the employee concerned.
11. Authorised absences relating to training/holidays/illness should be recorded in the normal way for timesheet purposes – i.e. as normal working days of 7 hours (full-time).
12. Managers may agree some leeway on these rules in extreme circumstances, and must agree suitable terms and a basic working pattern for part-time staff wishing to work Flexitime which will be based on the above guidelines but pro rata according to contracted hours (e.g. maximum credit/debit hours for half-time staff could be 10).

Flexitime Guidelines adopted by VA-L Trustee Board at its meeting on 8/2/00. Updated November 2002.