



## FLEXITIME SCHEME

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## 1. Introduction

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- 1.1. The City of London supports a healthy work/life balance for employees. Flexitime provides an accommodating approach to work hours to assist employees to manage personal and work responsibilities. In determining when and where Flexitime is appropriate, operational needs will be given primary consideration.
- 1.2. The Flexitime scheme is offered at the discretion of the City of London and may be varied or withdrawn.
- 1.3. The intention of the scheme is to allow for the flexibility of daily work hours. The current scheme also provides limited access to Flexi Leave days.
- 1.4. For the purpose of Flexitime, an 'accounting period' is defined as a 4 week period.

## 2. Scope

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- 2.1. This document applies to City of London employees in grades A – F, within departments that utilise the Flexitime scheme.

## 3. Responsibilities

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- 3.1. Employees who take part in the Flexitime scheme are responsible for ensuring start, finish and break times are appropriately recorded and verified.
- 3.2. Managers are responsible for ensuring the appropriate application of the Flexitime scheme, to maintain adequate staff cover and service delivery.
- 3.3. Chief Officers are responsible for determining appropriate Flexitime Workplace Arrangements and the annual review of such arrangements.

## 4. The Flexitime Scheme

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- 4.1. The Flexitime scheme allows a flexible approach to work hours to provide improved service delivery and to assist employees to better balance their work responsibilities with their family or personal needs.
- 4.2. The Flexitime scheme provides benefits such as:
  - flexible start/finish times or work patterns;
  - flexi leave days;
  - a flexible way of managing situations where time off from work is sought with little or no warning due to unforeseen circumstances, or urgent personal matters.
- 4.3. Flexitime allows staff to commence work before their normal start times (i.e. between 8:00am and 9:15am) or after their normal finish times (i.e. between 5pm and 6pm) at their discretion. Flexitime also allows staff (with management approval) to commence work later than normal start time (i.e. between 9:15am and 10am) and/or to leave the workplace earlier than their normal finish time (i.e. between 4pm and 5pm). However there must be adequate staff cover during 9:15am to 5pm to ensure service delivery.
- 4.4. The concept of the Flexitime scheme is distinctly separate to Overtime and TOIL provisions. Flexitime is worked at the employee's discretion, whereas Overtime is worked only when the work is required and authorised by management. These concepts are described further at [Attachment A](#).

4.5. The Flexitime scheme if utilised by part time employees, will be applied on a pro-rata basis.

4.6. Flexitime enables staff to work their contractual 140 hours flexibly within the 4 week accounting period. It is only if time is carried forward at the end of the 4 weeks that the qualifying period applies.

## **5. Conditions of the Flexitime Scheme**

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### **5.1. Eligibility**

Employees at Grade A to Grade F inclusive, may be eligible to utilise the Flexitime scheme.

It is recognised that the City of London's main objective must be the delivery of services and that there may, therefore, be certain posts or categories of post for which it is not practical to operate a Flexitime scheme. These include (but are not restricted to):

- front line service delivery staff;
- some reception staff;
- security staff (and others working on 24hour roster basis); and
- some educational establishments (such as Schools).

There are also some Departments where it may not be practicable to operate flexitime on any widespread basis.

Where the Flexitime scheme is utilised, management may not be able to agree to specific requests for time off or particular working patterns as the primary consideration is the operational needs of the services.

The Flexitime scheme is discretionary and can be withdrawn by the City of London.

### **5.2. Flexitime Bandwidth**

The Flexitime bandwidth is the span of time within which employees may gain Flexitime credit. The Flexitime bandwidth is 8am to 9:15am and 5:00pm to 6:00pm.

Chief Officers have the discretion to vary the Flexitime bandwidth for their department, or larger divisions of their department based on the department's standard operating hours, however the total bandwidth should not exceed 10 hours. The bandwidth can not be varied for individuals. It should be noted that the Flexitime scheme is not an alternative to shift work. Where early starts or late finishes are genuinely required, the department should seek HR advice on appropriate shift work hours.

Employees are therefore advised to check their department's Flexitime Workplace Arrangement as the Flexitime bandwidth within their department may vary from the standard.

### **5.3. Core Working Hours**

Core working hours are 10:00am - 4:00pm (excluding a minimum 45 minute meal break which is to be taken between 12:00pm - 2:00pm). Employees are expected to be at work during core working hours unless prior authorisation has been granted.

#### 5.4. Minimum Meal Break

Employees must take a daily minimum meal break of 45 minutes. The meal break is to be taken between 12:00pm and 2:00pm. With management approval, a meal break may be extended up to 2 hours.

Employees may be required to stagger their meal breaks to ensure adequate staff cover during this time.

#### 5.5. Minimum Qualifying Period

At the end of a 4 week period, if you have chosen to work more than your contractual hours (i.e. more than 140 hours), a minimum qualifying period of 4 hours is applied before it can be converted to Flexitime Credit for Flexi Leave. The remaining balance in excess of 144 hours can be carried over as Flexitime Credit.

The qualifying period does not count towards Flexitime Credit.

[Attachment B](#) provides examples of how the minimum qualifying period is applied.

#### 5.6. Flexi Leave

To take Flexi Leave, employees must have management approval and have the corresponding Flexitime credit balance from the previous accounting period at the time of booking. Requests for Flexi Leave should be made at least 5 working days in advance.

A maximum of 3.5 hours of pre-planned Flexi Leave may be taken per 4 week accounting period, or 7 hours per 2 accounting periods. Flexi Leave cannot be saved up and taken in excess of this provision.

Flexi Leave will not be approved where it may compromise adequate staff cover or service delivery. It should be noted that changes to operational needs may result in the cancellation of approved Flexi Leave at short notice where it is unavoidable.

#### 5.7. Carry Over of Flexitime Credit

A maximum of 7 hours credit can be carried forward from one accounting period to the next. These are the hours in excess of the qualifying period i.e. over 144 hours in a single accounting period of 4 weeks.

Please refer to [Attachment B](#) for examples of calculating the carry over of Flexitime balance.

#### 5.8. Carry Over of Flexitime Debit

A debit balance occurs where less than 140 hours have been worked in any 4 week accounting period. A debit balance of 3.5 may be carried over to the next accounting period, however a debit balance must not be carried over in any two consecutive accounting periods. Where this occurs, the manager may withdraw the employee's access to the Flexitime scheme.

## **6. Flexitime Workplace Arrangement (FWA)**

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All departments that utilise Flexitime must have a Flexitime Workplace Arrangement (FWA), signed by the Chief Officer, which is valid for 12 months. The FWA allows the Chief Officer to vary the flexitime bandwidth for their department or larger divisions within their department to suit operational requirements.

Such an arrangement should be reviewed annually by departments to ensure its suitability. A template FWA can be found at [Attachment C](#) to this document.

## **7. Withdrawal of the scheme**

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The Flexitime scheme is discretionary and can be withdrawn at any time by the City of London. The scheme may also be withdrawn from an individual or work group based on service needs, or from an individual as a disciplinary measure.

## **8. Time Record & Authorisations**

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Time records detailing employee start, finish and break times are to be maintained by the employee and authorised by the employee's line manager on a monthly basis.

It should be noted that falsifying time records is a serious matter and may lead to disciplinary action including dismissal.



## Attachment A

### Key Concepts of Flexitime & Overtime (TOIL)

#### **Flexitime:**

- Flexitime provides a flexible approach to work hours to assist employees to better manage work responsibilities with family or personal responsibilities.
- Employees may elect at their discretion to commence work early or work late within the Flexitime bandwidth. However, employee start and finish times are subject to work demands, the availability of supervision (where required) and maintaining adequate staffing levels as per previous agreement by the manager.
- Flexitime is not designed to increase or reduce the total number of ordinary hours that must be worked by employees.
- The intention of flexitime is to allow flexible daily work hours however if an employee accumulates a sufficient Flexitime balance, the employee may, with approval from the relevant manager, take the agreed amount of Flexi leave subject to operational requirements.
- The Flexitime scheme is not an entitlement and may be withdrawn from an individual as a disciplinary measure, or withdrawn from an individual or work group based on service needs.

#### **Overtime:**

- Overtime occurs where an employee is directed/authorised by their manager to work in excess of their ordinary hours of duty due to unexpected work requirements.
- Payment for overtime will only be made if approved by the manager prior to it being worked. Payment for overtime is subject to the conditions prescribed in the Employee Handbook.
- Alternatively, instead of receiving payment for overtime, the employee may request Time Off In Lieu of overtime payment (i.e. TOIL). In these circumstances the time off should be taken at a time which is mutually agreed by the employer and employee concerned but as soon as practicable after the overtime is worked.

#### **Examples:**

1: Management requests an employee to prepare reports outside of normal working hours.

- ▶ In this example, management has required and authorised the extra time worked by the employee. Given the work is performed at the direction of the manager, it is treated and recorded as overtime. This overtime can then be paid or taken as TOIL (dependent upon grade).

2: An employee who utilises the flexitime scheme elects to arrive and commence work earlier than required (i.e. outside of ordinary hours, but within the Flexitime bandwidth).

- ▶ In this example, the extra time worked by the employee is at the employee's discretion. Given the work is performed at the employee's discretion, it is treated and recorded as Flexitime.



**Attachment B**

**Examples of Flexitime Accrual**

The following examples are based on contractual hours of 35 hours per week (that is 140 hours per accounting period). The minimum 4 hour qualifying period for flexitime accrual is applied at the end of the 4 week accounting period.

**EXAMPLE 1**

In example 1, the employee has worked flexible start and finish times AND has worked more than their contractual hours and more than the 4 hour qualifying period.

	Total hours worked for the day:					<b>TOTAL HOURS weekly</b> <small>(standard is 35 hours)</small>	<b>TOTAL HOURS monthly</b> <small>(standards is 140 hours)</small>	Number of hours worked above or below the standard hours	<b>FLEXITIME BALANCE</b> <small>(after applying the 4 hour qualifying period)</small>
	Mon	Tues	Wed	Thurs	Fri				
week 1	7	7	7	7	7	35			
week 2	8	8	9	7	7	39			
week 3	8	9	8	8	9	42			
week 4	7	7	7	7	7	35			

**EXAMPLE 2**

In example 2, the employee has worked flexible start and finish times AND has worked less than their contractual hours, which should be made up within the following accounting period.

	Total hours worked for the day:					<b>TOTAL HOURS weekly</b> <small>(standard is 35 hours)</small>	<b>TOTAL HOURS monthly</b> <small>(standards is 140 hours)</small>	Number of hours worked above or below the standard hours	<b>FLEXITIME BALANCE</b> <small>(after applying the 4 hour qualifying period)</small>
	Mon	Tues	Wed	Thurs	Fri				
week 1	7	7	7	7	7	35			
week 2	7	7	7	7	7	35			
week 3	7	7	7	7	7	35			
week 4	5	7	7	7	7	33			

**Attachment B  
(continued)**

**EXAMPLE 3**

In example 3, the employee has worked flexible start and finish times AND has worked their contractual hours.

	Total hours worked for the day:					<b>TOTAL HOURS weekly</b> <small>(standard is 35 hours)</small>	<b>TOTAL HOURS monthly</b> <small>(standards is 140 hours)</small>	Number of hours worked above or below the standard hours	<b>FLEXITIME BALANCE</b> <small>(after applying the 4 hour qualifying period)</small>
	Mon	Tues	Wed	Thurs	Fri				
week 1	7	7	7	7	7	35			
week 2	7	7	7	7	7	35			
week 3	8	8	8	7	7	38			
week 4	7	7	6	6	6	32			

**EXAMPLE 4**

In example 4, the employee has worked flexible start and finish times AND has worked more than their contractual hours, but has not worked more than the 4 hour qualifying period.

	Total hours worked for the day:					<b>TOTAL HOURS weekly</b> <small>(standard is 35 hours)</small>	<b>TOTAL HOURS monthly</b> <small>(standards is 140 hours)</small>	Number of hours worked above or below the standard hours	<b>FLEXITIME BALANCE</b> <small>(after applying the 4 hour qualifying period)</small>
	Mon	Tues	Wed	Thurs	Fri				
week 1	7	7	7	7	7	35			
week 2	8	8	8	7	7	38			
week 3	7	7	7	7	7	35			
week 4	7	7	7	7	6	34			

## Flexitime Workplace Arrangement

Attachment C

Provision	Flexitime Scheme	Flexitime Workplace Arrangement	Notes
Eligibility	Grades A - F	N/A	This element can not be amended
Flexitime Bandwidth	8am - 6pm		Amended to suit departmental operational requirements.
Core Working Hours	10am - 4pm	N/A	This element can not be amended
Meal Break	45 minute minimum	N/A	This element can not be amended
Flexi Leave	3.5 hours per accounting period (or 7 hours per 2 accounting periods)	N/A	This element can not be amended
Carry Over of Flexitime Credit	7 hours	N/A	This element can not be amended
Carry Over of Flexitime Debit	-3.5 hours	N/A	This element can not be amended
Qualifying Period	4 hours per 4 week period	N/A	This element can not be amended

Chief Officer (name): \_\_\_\_\_

Signature: \_\_\_\_\_

Department: \_\_\_\_\_

FWA start date: \_\_\_\_\_

Division: \_\_\_\_\_

FWA review date: \_\_\_\_\_  
(to be 12 months from start date)