



COPPERWORKS
Housing Association

FLEXI-TIME POLICY

May 2021

**IF YOU WOULD LIKE A COPY OF THIS POLICY TRANSLATED OR IN AN OTHER FORMAT, FOR EXAMPLE,
IF YOU REQUIRE IT IN BRAILLE OR IN AUDIO PLEASE LET A MEMBER OF STAFF KNOW YOUR
REQUIREMENTS**

1. Office/working/opening hours

Staff may work between 8.30am and 5.30pm, subject to minimum staffing levels etc.

The *Copperworks office* will open to the public during the following times:

| | |
|------------------|-----------------------|
| Monday | 9.00am– 5.00pm |
| Tuesday | 9.00am– 5.00pm |
| Wednesday | 9.00am– 5.00pm |
| Thursday | 9.00am– 5.00pm |
| Friday | 9.00am– 3.30pm |

No one can work before 8.30am or after 5.30pm without their line manager's permission.

2. Office Staff Core working times

The core times when office staff must be at work, unless on leave, are as follows:

Monday – Friday **10.00am – 12 noon and 2.00pm – 4.00pm**

These core hours are subject to minimum staffing levels which must to be checked and approval for using flexi sought in advance of taking flexi-time.

3. Lunch Breaks

Staff must take a lunch break of between 30mins and 1 hour duration, subject to minimum staffing levels.

4. Time sheets / Clocking System

All staff using flexi-time, will use the Sage HR clocking system.

5. Evening and weekend work

Any work after 5.30pm or at weekends should only be undertaken with the permission of the line manager and the staff member will receive overtime payment.

6. Carry forwards of flexi-time credits and debits

Full time staff may accrue a maximum of 7 hours credit and also carry forward a maximum of 7 hours credit or debit from one month to the next (pro-rata for part time staff).

All credit will be capped as outlined above. Staff will lose any credit over 7 hours or pro rata for part time staff and any staff member with a debit of greater than 7 hours will be required to “buy back time” by utilising annual leave entitlement or unpaid leave.

7. Taking flexi time off

All staff must obtain their managers permission to take flexi time off. This will be requested via Sage HR. Staff should give a minimum of 2 days notice unless in the case of an emergency and will be at the direction of their line manager.

8. Minimum staffing levels

Minimum staffing levels will be as follows:

- At least 3 staff working at any time, 2 as a minimum for no more than 1 day in a week.
- At least 1 member of staff from Housing Management and 1 member of the Maintenance team must be working at any point in time.

9. Monitoring and Review

This policy will be monitored on an ongoing basis and reviewed at least every 3 years.

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