



Flexi-time Policy

At SKDC, we are committed to maintaining a flexible working environment.

Our flexi-time policy aims to provide colleagues with a framework for the operation and monitoring of the flexi-time scheme.

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Relevant forms and letters:

- [Flexi-time Sheets](#)
- [Flexi-time guide sheet](#)

Related policies:

- [Flexible working](#)
- [Working time directive](#)

If you have any questions about this policy or require any further support, please contact the HR team by emailing hr@southkesteven.gov.uk

For independent support, our Employee Assistant Support service offer a completely confidential helpline for employees. Call 0800 716 017 to receive support for mental health, legal signposting, practical help, manager coaching and much more.

1.0 Policy Statement

South Kesteven District Council recognises the provision of flexible working arrangements, such as flexi-time, are important to employee motivation and wellbeing. This policy aims to provide employees with a framework to accommodate variations in their working day or week by giving them the opportunity to take additional hours accrued in periods of high workload or contracted hours not completed to be made up, at a later date.

2.0 Scope

This policy applies to employees across all sites of South Kesteven District Council not subject to delivering their role within standard working hours.

Some eligible employees will, however, be restricted in their degree of working hour flexibility due to, for example, the stipulation of core working hours within their department to ensure the services they provide continue to be delivered effectively.

3.0 What is flexi-time?

Flexi-time is a scheme in which eligible employees have the ability to set their own working hour arrangements, namely start and finish times, within parameters agreed by their line manager such that business need continues to be met but they have greater freedom to accommodate day to day variations in their home and working lives.

Flexi-time facilitates employees accruing 'additional' worked hours when work load is high that can then be taken, subject to line manager approval, as flexi leave at a later date.

To accommodate employees flexible working hours, council building opening times are:

Council Building	Open hours
The Picture House	07:00 – 18:15
SK House	07:00 – 18:15
Bourne CAP	07:00 – 18:15
Mowbeck	06:30 - 17:15 (Monday to Thursday) 06:30 – 16:45 (Friday)
Guildhall Arts Centre	08:30 – Late (Depending on programme)
Stamford Arts Centre	08:30 – Late (Depending on programme)
Turnpike	07:30 – 17:15 Mon-Thurs 07:30 – 16:45 Fri

4.0 Guiding principles

- SKDC recognises the positive impacts of flexible working through flexi-time to:
 - Create a positive and inclusive environment

- Improve employee motivation
- Promote employee wellbeing and reduce sickness absence
- This policy is underpinned by the council's core values: Trust, Empowerment and Accountability. For flexi-time to function effectively, all colleagues must behave responsibly and with consideration for the other members of their team to ensure effective service delivery is maintained.
- Managers must ensure business need has priority when approving and implementing flexi-time arrangements within their team. Similarly, employees should not consider their eligibility for flexi-time an automatic right to accumulate additional leave hours. Hours completed by employees should reflect their contractual requirement, workload and service area demand.

5.0 Recording flexi-time

Eligible employees should document all hours worked on their [flexi-time sheet](#). It is the individuals' responsibility to ensure this sheet is regularly updated and that any documented hours accurately reflect their working day.

Deliberate falsification of timesheets is a disciplinary offence.

Where employees attend external training courses, site visits, conferences etc., any additional hours incurred may be recorded as working time.

Time off for opticians, doctor and dentists appointments should normally be deducted from time on the flexi-sheets. Managers will, where possible, ensure reasonable time off will be given for employees to attend such appointments.

6.0 Monitoring of flexi-time

All individuals flexi-time sheets will be periodically monitored by their manager to review:

- Their working pattern and hours continue to fit the organisations business need.
- Hours worked are not to the detriment of the employees' health. For example, will not lead to overtiredness or burn out.
- Individuals are not abusing the flexi-time arrangement.

Managers reserve the right to review, and if necessary, instruct the employee to change their working patterns.

7.0 Flexi-leave

The accrual of flexi-leave (additional worked hours) is automatically calculated by and recorded on an employee's [flexi-time sheet](#).

Employees are permitted to take up to 1 day (7 hours and 30 minutes) flexi-leave per working period (pro rata for part time). This can be taken, subject to managerial approval, as 1 full day, a respective morning and afternoon, or as a short breaks in the working day over the 4 week period.

Employees are also permitted to carry over up to one day accrued flexi-hours into the next working period. Any additional accrued flexi-time will be lost unless otherwise agreed with the line manager.

8.0 Flexi-leave request process

Requests to take accrued flexi-leave should be made in writing to an individual's line manager.

Managers will then consider each request for flexi-leave on a case-by-case basis. They will review the employees' flexi-time sheet for the period to confirm the required number of flexi-hours have been reasonably accrued. They will also consider current team workload and the potential adverse effects on service delivery of the employees absence at the requested time.

Managers reserve the right to reject requests if business performance would be affected.

9.0 Leavers

The council encourages hours to be used prior to the employees' departure date. If this cannot be accommodated due to business need, the employee may receive payment in their final salary for unused flexi-time if agreed by their line manager. SKDC will usually deduct salary equivalent to any unresolved hour debits of leavers, unless there are exceptional circumstances.

For further information about this policy, please contact the HR Team at hr@southkesteven.gov.uk.

- This policy applies to all employees within South Kesteven District Council unless stated otherwise within the policy.
- This policy does not form part of contracts of employment.
- The Council reserves the right to amend this policy from time to time.