Policy and procedure on flexitime system
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1. Aim and purpose

1.1 The aim and purpose of the flexitime system is to provide employees with a measure of freedom over their pattern of working hours while ensuring that business needs are maintained.

1.2 The policy does not form part of employees’ terms and conditions of employment.
2. General principle

2.1 The Crown Estate recognises employees need to balance work and other commitments and believes by providing flexible working arrangements it will encourage a more effective and efficient work force and reduce the need for unpaid leave or additional leave for emergencies.

3. Eligibility

3.1 This flexitime scheme is a benefit for employees in the Foundation arrangements of MyReward 1 at job levels Team Member, Team Support, Support and Advice, Manager/Professional and Senior Manager/Senior Professional. Some employees may not be eligible to participate because of business requirements or variations in their Service Agreement.

3.2 This flexitime scheme is not available to employees on the Evolution reward arrangements or employees in MyReward 2, 3 or 4.

4. Definitions

4.1 Core times are the times that all employees must be in the office (excepting time for a lunch break). These are between 10.00 – 16.00.

4.2 Bandwidth is the time when the office is open for work. Employees are permitted to work before and after these times, but this will not be recorded on their flexitime clock. The bandwidth time is 08.00 – 18.30, Monday – Friday.

4.3 Standard day is the normal working time required per day, as per employees’ terms and conditions of employment. This is 7 hours and 12 minutes for those employees on a 36 hours net standard week and 7 hours 24 minutes for those on a 37 hour week. Employees working part time will need to liaise with the Human Resources department for details of their standards hours.

4.4 MyView is the self service portal to the HR information system. It enables individuals to record their working hours via “timesheets” in order to participate in the flexitime scheme. It is also used to request and authorise annual leave and to record and manage other absences.

4.5 Accounting period is a calendar month.

5. Procedure

5.1 Employees participating in the flexitime system are not required to keep to a set pattern of attendance but must be present during core times and must carry out their other hours of work within the bandwidth.

5.2 However, management has the discretion to require attendance at more specific times during the bandwidth to meet the needs of the business and to ensure at least a skeleton cover for each department during normal business hours of 09.00 – 17.00 is in place.

5.3 The flexitime system is only operational between Monday and Fridays.

5.4 Employees are required to fulfil their contracted hours over a calendar month accounting period (i.e. 36 hours
per week in London, 37 hours per week in Edinburgh).

5.5 Employees wishing to be absent during core times must obtain prior approval from their line manager.

5.6 Employees must take a daily lunch break of at least 30 minutes and a maximum of 2 hours during the working day. If employees do not record a lunch period, the system will automatically deduct 30 minutes.

5.7 It is not possible to add your lunch time onto the start or end of the day, for example, not arrive until 11am and not take a lunch break, or leave the office at 3pm for one hour lunch and not return.

5.8 Employees should record their working hours, ideally on a daily basis, on MyView. The system will then display the cumulative amount of time worked in addition to the standard hours under “flexi accrual”.

6. Taking flexitime

6.1 Employees may take either one full day or two half days’ flexi leave in any calendar month accounting period.

6.2 Individuals will be able to take up to 2 flexi days during the month of December. These 2 flexi days can be taken at any time in December. It is recommended that individuals carry over approximately half a day’s credit, to avoid accumulating a large deficit in December.

6.3 Flexi leave is not a right and the taking of flexi leave is subject to an employee’s line manager’s prior approval based on business needs.

6.4 Individuals are not authorised to take flexi leave if their timesheets are not maintained.

7. Carry over

7.1 Employees may take either one full day or two half days’ flexi leave in any calendar month accounting period:

- Credit of up to 14 hours and 24 minutes in London and 14 hours and 48 minutes in Edinburgh. Hours which are carried over in excess of this will be lost.
- Deficit of up to 10 hours and 48 minutes in London and 11 hours 06 minutes in Edinburgh.

8. Claiming credits

8.1 The following types of absence will be managed through MyView and further details on how to claim can be found in the user guidance:

- Annual leave
- Flexi leave
- Sickness absence (including policy on self certification and doctors certificates)
- To attend The Crown Estate business and external training courses
- Medical/Dental appointments of up to two hours in an accounting period between the business hours of 9.00 and 17.00. Time will be granted to attend appointments with doctors, dentists, hospitals and specialist clinics as advised by your GP or The Crown Estate’s Occupational Health Advisors. Other appointments should be arranged outside of core working hours, for example opticians or complementary therapist
- Compassionate leave
- Dependant leave
- Parental leave
- Study leave
• Jury service
• Visits to internally advertised blood donor sessions

8.2 Any time spent working or travelling for business reasons outside of the bandwidth hours may be claimed as a positive credit subject to line manager’s approval. Please speak to HR to apply the credit to your timesheets.

9. Employees’ responsibilities

9.1 Employees must ensure they understand the rules of the Flexi System and:

- Record their arrival, lunchbreak and departure times appropriately
- Must not take flexi leave without prior permission from their line manager
- Not be absent without prior approval during core times
- May not incur over the monthly accounting period a debit balance in excess of that permitted
- Take a lunch break of at least 30 minutes daily
- Apply for and record absences in accordance with this procedure

9.2 A breach of flexitime procedures may result in disciplinary action being taken against an employee, which could lead to summary dismissal (i.e. dismissal without notice or compensation).

9.3 Employees leaving The Crown Estate must clear any credit or debit. A deduction will be made from their final salary if any debit remains; however payment will not be made for credit surpluses.

10. Line Managers’ responsibilities

10.1 Line Managers have responsibility for monitoring and controlling the attendance of their employees and the operation of the flexi system. In particular they must:

- Check entries on MyView and flexi reconciliations, raising questions with the relevant employee as necessary
- Approve all types of absence in accordance with The Crown Estate policies

11. Role of HR Department

11.1 The HR Department will:

- Process approved credit claims for special leave and other miscellaneous absences, where required
- Obtain additional information where needed (e.g. self certificate, fit-to-work certificates)
- Automatically apply public and privilege holidays to the system, to avoid the necessity of individuals processing such claims (except where privilege holidays are optional)
- Provide management information to line managers as required
12. General

12.1 This policy supersedes any arrangements previously set out in the Staff Handbook and Working for The Crown Estate - A guide for employees.

If you have any queries regarding the application of this policy, please speak to your line manager or a member of the HR team.
Date last reviewed: April 2013
Agreed with: GMB and PCS
This policy will be reviewed every 2 years, or earlier if legislation or practice changes.