

Appendix D - Proposed Flexitime Scheme Wording Refresh

The below principles will form the plain English version of the current policy:

Flexitime is one of the most common forms of flexible working. The Council's Flexible Hours Working Scheme provides those staff whose hours of work are not fixed by the nature of their role some level of flexibility as to when they work. This guidance summarises the provisions for Flexitime in areas where working arrangements -and the needs of the Service - enable this to be applied.

At Manchester City Council:

- The work we do is driven by the needs of our residents. As such, how Flexitime is applied within a Service and when all leave (including accrued flexitime) is taken will be driven by the requirement to maintain service delivery.
- Where possible, and in line with the above, staff can work more or less hours over a four week period than the standard 140 hours. Additional time worked can be 'accrued' and used to request up to one day of additional leave (to be taken in the future i.e. not in the same four week period it has been built up) where the equivalent additional time has been accrued (i.e. 7 hours). - Working time must be recorded and any time built up should reflect the actual time worked.
- Time can be worked and built up between the hours of 7:45 a.m. to 6:30 p.m. Core time (where employees are required to be present) will be 10:00 am to 4:00 pm. For part time roles and job sharers whose working day is less than 7 hours, core time will be either 10:00 am to 12:30 pm or 1:30 pm to 4:00 pm.
- Where the working arrangements provide for a lunch break this will be a minimum of half an hour or a maximum of 1.5 hours to be taken between 12:00 pm and 2:30 pm.
- Hours 'made' can be taken either as a full day or up to two half days, approval of which will be in line with same criteria for annual leave.
- Where a service needs cover for specific hours the necessary level of service will be provided by the employees in that service area (e.g. by arranging informal rotas to cover the time of operation).
- Each day's sickness, holiday (including Public Holidays) or authorised special leave will be counted as the contractual hours for that day.
- It is the responsibility of each employee to make sure they work the required number of hours in the accounting period.
- Services can agree variations and implement local arrangements which will be tailored to their specific needs. Agreement should be reached, in consultation with staff and the Trade Unions and formally logged with HROD.