



Flexi Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Linkages:

Procedures:

Flexible Working Procedure
Extreme Weather Procedure

Process

1.0 Introduction

- 1.1 North Yorkshire Police believe that fundamental to an efficient policing organisation is the effective management of working time. This procedure is designed to clarify options available to individuals to assist in planning their work-life balance and to satisfy identified organisational needs and objectives.
- 1.2 At the discretion of the relevant Heads of Department and in consultation with People Services/ Resource Management Unit, individual departments may enter into flexi time working arrangements where all service requirements are met.
- 1.3 The agreements will not be contractually binding and will not have the effect of permanently altering the contractual hours or terms. They are temporary arrangements. As such management retain the right to revert to contracted working hours subject to one calendar month's notice, or in the case of a critical incident that requires the services of that department sooner as directed. This will apply to cases where management can demonstrate that the FW arrangements are having an adverse impact on resourcing or service delivery.
- 1.4 Staff who wish to enter into a different permanent contractual working arrangement than currently exists should refer to the Application For Flexible Working Arrangements Procedure.

2.0 General Principles

- 2.1 These principles apply only to Police Staff employees of North Yorkshire Police who are not in receipt of either shift, weekend or night work allowances.
- 2.2 The following Corporate Flexi Time rules will apply in all cases.

- 2.3 Individuals will be responsible for ensuring that their hours are regularly maintained using the Corporate system.

3.0 Flexi Time Scheme Rules

3.1 Band Width

3.1.1 Flexi time gives employees and teams the opportunity to vary their start and finish times the days worked and the length of their working day, for business or personal reasons, within a defined band width. The band width is the earliest starting and latest finishing time within which the employee can work their hours.

3.1.2 The Corporate band width is 7:00am – 8:00pm.

3.1.3 In exceptional circumstances work outside these times will be considered by line management and may be approved as a flexi time credit.

3.2 Service Hours

3.2.1 North Yorkshire Police's working hours for departments using flexi time remains as outlined on individuals contracts from 8.30am to 5.00pm Monday - Thursday and 8.30am to 4.30pm on Fridays. An individual cannot be required to work outside the contracted hours specified within their contract, however they may volunteer to do so as part of the flexi time procedure.

3.2.2 Flexi time working must not result in a reduced service for departments from these times so managers and teams, in consultation with the Resource Management Unit, must ensure that the identified staffing numbers required are maintained at all times.

3.3 Core Hours

All full-time employees who are due into work on a particular day must be at work between the following core hours, unless leave, including flexi, has been previously approved by a line manager.

- Monday – Thursday – 9.30am – 4.00pm
- Friday – 9.30am – 3.30pm

A full time employee must work a minimum of 6 hours on any day unless they are taking leave of some sort. (5.5 hours on Fridays).

3.4 Meal Breaks

3.4.1 A meal break of at least 30 minutes **must** be deducted for each working day (if working day is over 6 hours). The lunch period is flexible, however, it would be expected to be taken between the hours of 11.00am and 2.00pm.

To comply with the Working Time Directive it cannot be tagged onto the start or end of a working day.

- 3.4.2 11 hours must occur between the end of one working day and the beginning of another in accordance with the European Working Time Directive.

3.5 Doctor's/ Dentist's/ Optician's Appointments

- 3.5.1 The Force acknowledges that it is often difficult to arrange such appointments outside of work time. However, where this is possible it should be the norm.
- 3.5.2 In cases where this cannot be arranged or in cases of emergency, then the Line Manager may allow a reasonable amount of time off work to attend the appointment, and can reasonably expect that the individual attend work before and after the appointment where this falls within their normal working hours.
- 3.5.3 Opticians' appointments as part of North Yorkshire Police's scheme for regular VDU use, maybe made during working hours with pay.
- 3.5.4 Individuals may be expected to use flexi time to manage any of the above type of appointments during their normal working day, and such requests will be dependent upon the exigencies of the service.

3.6 Accounting Period

- 3.6.1 The accounting period is currently 1 calendar month.
- 3.6.2 At the end of the accounting period the employee can carry forward to the next month no more than **15 hours credit**. Any hours earned in excess this amount and not previously taken will be forfeited. In exceptional circumstances an individual may be permitted to carry over more than 15 hours subject to authorisation by the departmental head.
- 3.6.3 You may not accrue more than **5 hours debit** in any accounting period. Any deficit outstanding at the end of an accounting period will be carried forward to the next month. Deficit hours may only be carried forward over 2 accounting periods and which should be monitored by the employee and line manager. In exceptional circumstances an individual may be permitted to carry over more than 5 hours subject to authorisation by the departmental head. Arrangements must be put in place to repay the deficit within a maximum of 3 months from the original date of the deficit becoming owed.
- 3.6.4 Where the employee is part time the hours in 3.6.2 and 3.6.3 will be pro-rata.

3.7 Recording

- 3.7.1 Daily start and finish times, including the start and finish times of lunch breaks, must be recorded within the corporate system.
- 3.7.2 Individuals are responsible for recording their own time using 1 minute increments.
- 3.7.3 Checks will be made by supervisors and line managers to ensure accurate recording and proper use of the system.

- 3.7.4 If you regularly accrue additional credit/debit hours to those identified in 3.6.2 and 3.6.3, your supervisor may discuss this with you to determine whether the circumstances of your work or the use of the flexi time scheme is appropriate.

3.8 Flexi Leave

- 3.8.1 Flexi leave must be agreed by supervision and should be taken in minimum units of 15 minutes, however at least 30 minutes must be taken at any time.
- 3.8.2 A maximum of 12 full flexi leave days per annual leave year can be taken.
- 3.8.3 Subject to 3.7.2 above a maximum of 2 flexi leave days may be taken in one accounting period.
- 3.8.4 Flexi leave may only be booked in the current accounting period or into the next calendar week (if it crosses into the next accounting period i.e. Monday 30th May – you may book leave up to 3rd June).
- 3.8.5 Flexi leave applications must not result in overtime being worked by other team members, nor a situation where less than minimal staff remain at work to provide the team function in core hours.
- 3.8.6 Annual leave requests from within the team will always take precedent over flexi leave applications.
- 3.8.7 You cannot take a full days flexi leave immediately after a period of sickness unless pre booked.

3.9 Other Leave Options

- 3.9.1 Time Off In Lieu (TOIL) can not be accrued during normal working days for the hours within the band width identified at 3.1.2.
- 3.9.2 The maximum TOIL balance held for anyone on Flexi-time will be 15 hours credit and 5 hours debit, and balances must be reduced to this before moving onto Flexi Time Scheme.
- 3.9.3 The operation of the Flexi Time Scheme does not prejudice your entitlement to other North Yorkshire Police leave facilities, such as Annual Leave and Parental Leave etc.

4.0 Non Participation and Termination of Employment

- 4.1 You are not required to be part of the Flexi Time Scheme. If you do not wish to participate, then you will work your contracted hours and any flexibility in these should be negotiated with your supervisor on an individual basis or as and when the need arises.

- 4.2 If you wish to cease using the Flexi Time Scheme you should notify your supervisor providing one months notice. Any outstanding flexi time balance or deficit should then be used or credited by the end of the months notice.
- 4.3 North Yorkshire Police will not pay any outstanding flexi time accrued and not used if you leave employment. Any deficit in existence at the end of an individual's employment will be made up using an alternative method i.e. annual leave.
- 4.4 The above scheme is subject to management approval and can be withdrawn with one months notice.

Responsibilities

Police Staff

Responsible for informing colleagues and line managers of their intended plans in terms of flexi time and for ensuring their work is properly covered to meet client needs.

Police Staff will adhere to this procedure by:

- Communicating with their team to assist organising cover for flexi time absences
- Not harming the service or their colleagues by their use of flexi time
- Working their contracted hours within each accounting period and will not exceed the credit and debit limitations within the scheme conditions
- Recording the hours accurately and promptly, using the agreed method and share this information with their line manager each month

Line Managers

Will ensure the effective and adequate service delivery and the availability of sufficient staff.

Line Managers will adhere to this procedure by:

- Approving flexi time working where it does not have a detrimental impact on service delivery
- Ensuring employees take their minimum breaks
- Ensuring employees know they must record their working hours using an agreed method
- Approving requests for flexi time if appropriate
- Monitoring employee working arrangements, investigate any breaches of credit or debit hours and take action if necessary
- Giving employees fair and reasonable access to flexi time
- Monitoring total flexi leave days taken in current annual leave year

People Services

Will provide advice as necessary on the procedure's interpretation and implementation.

Heads of Department

- Will ensure the effective and adequate service delivery and the availability of sufficient staff.
- Will in exceptional circumstances approve the carry over of hours credited/ debited if they exceed the agreed amount as per this procedure

Definition of Special Terms

Flexi Time – See section 3.1.1 for definition.

Line Manager – Immediate supervisor with responsibility for managing the member of staff.