





Where possible, the employee should give their manager maximum notice of any request; however, this may not always be possible. Managers should be empathetic in such circumstances.

If, with their manager's agreement, the employee chooses to work from home after 8pm and before 6am, night-working allowance will not be paid. If night working is part of the employee's normal pattern of work, then night rate will apply (please refer to separate guidance included in your contract of employment).

It is imperative that normal service delivery is not affected by a flex-time request. Employees must always bear this in mind.

Workplace buildings cannot be



In debit situations:

Both full and part time employees should be no more than seven hours 18 minutes in debit at the end of each eight-week settlement period.

If the debit is exceeded, managers can instruct the employee to make up the deficit during the next settlement period.

If debit is continually exceeded and/or the debit balance is not reduced Flex Scheme privileges may be suspended as a supportive measure with the requirement to work fixed hours. Disciplinary action may also be considered.

3.4 Rest breaks

All employees should observe rest breaks in accordance with their contract of employment and the Working Time Regulations.

4. Suspension or termination of the Flex Scheme

There may be occasions where the suspension or termination of Flex Scheme privileges is necessary. This action would not be taken lightly and would require the approval of an Assistant Director.

Below are examples where the Flex Scheme may be suspended or terminated (although this list is not exhaustive):

Work demands that may require fixed hours for a temporary period.

Consistent failure to reduce debit allowance or if employees are finding it difficult to manage their working time.

Abuse of the Flex Scheme, which may also lead to disciplinary action (see 5. Breach of Policy)



Transition to the new the Flex Scheme

The new scheme will come into effect on 4 September 2017. You will be able to carry forward a maximum of 30 hours flex credit