



STOTFOLD TOWN COUNCIL
FLEXI TIME SCHEME
GUIDANCE FOR COLLEAGUES AND MANAGERS

1. INTRODUCTION

Stotfold Town Council is committed to creating a flexible and inclusive work environment that recognises and accommodates the needs of its employees. This flexible working policy outlines the guidelines for implementing and managing flexible working arrangements within the organisation.

It is inevitable that each employee will be obliged in the performance of duties on some occasions to work outside the standard 'office' hours i.e. 8am to 6pm.

When this happens a system of flexi time is available to compensate for otherwise lost personal leisure time. The purpose of this is to allow the employee some flexibility in working hours at the contracted hours are worked in a period.

2. GENERAL PRINCIPLES

Employees will, where practically possible, organise their workload and time so that 'out of hours' duties or attendances are carried out as part of the normal contractual weekly hours, i.e. the total of 'out of hours' and 'office hours' will be 37 hours per week.

Employees should ordinarily perform the work duties during normal working hours 8am to 6pm except when in the period in question (normally the week) the employee is required to attend visits, meetings, committee meetings, conferences, or other duties outside normal office hours.

All employees should organise any flexi time requests so that sufficient cover will be in place amongst their team.

Flexi time is not to be accumulated or approved in such a way that a change in normal working arrangements results (e.g. every Friday is a 'flexi day'). Flexi is exceptional rather than a regular or routine occurrence.

As far as it consistent with the aims of the service and is practicable, the employee should try to arrange visits and other appointments in office hours.

Employees may not take more than one working day per month (7.4 hours) as flexi (pro rata for part time employees), or be in deficit of one working day per month (pro rata for part time employees)

Any employee found to be abusing this system will be liable to disciplinary procedures.

3. LINE MANAGERS

Line Managers are responsible for the day-to-day running of the flexible working hours scheme, and to ensure that there is adequate coverage to enable their service to run effectively.

Line Managers can request that employees provide them with sight of a 'virtual clock card' to support requests for flexi time at any point.

Line Managers will ensure that all employees are not working in a way that contravenes their wellbeing and work life balance, or are not consistently working the hours for which they are paid.

4. CORE TIME & LUNCH BREAKS

Employees will normally form a 'regular' working pattern and we encourage any planned deviation to be discussed and agreed with the line manager.

Core time is 10.00 am to 4.00 pm on Mondays to Fridays and dependent upon agreed attendance patterns, employees ought to be in attendance during those hours on each of their working days.

Employees must take and record a lunch break of at least half-an-hour and may take up to two hours. Lunch breaks will normally be taken between 12.00 pm and 2.00 pm.

5. RECORDING PERIOD & CALCULATING HOURS

A 'virtual clockcard' record should be maintained and be available to be viewed by line managers upon request.

A working day for a full-time employee is 7.4 hours for a full-time working over 5 days.

Absences for annual leave, special leave or sickness must be recorded using the standard daily hours figure (i.e. 3.7 hours for a half day or pro-rata equivalents for part time employees). Working time recorded should include official travelling time but this should not include time that is spent travelling between your home and usual place of work.

Each recording period is four weeks. Within that period employees are required to work their contracted hours.

Employees may accrue credit or debit hours up to a maximum of 10 hours (pro rata for part timers) and this credit or debit may be carried forward to the next accounting period.

Provided that the requisite number of hours are completed in any four-week accounting period employees may, subject to prior arrangement with their line manager, take one flexi day off per month (pro rata for part time employees).

Any overtime worked and 'claimed' as such cannot also be recorded so that it is taken as flexi time.

Document History

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