

Flexible working hours

Extracts from the Local Terms and Conditions of Service
Effective 1st September 2001

EXTRACT FROM PART 2, LOCAL TERMS AND CONDITIONS OF SERVICE

10.2 Flexible Working Hours

10.2.1 The control period will be one calendar month.

10.2.2 At the end of the control period, no more than 10 surplus hours or 10 deficit hours may be carried over. Any surplus over 10 hours will be lost.

10.2.3 Where surplus hours have been accrued up to one full day, or two half days may be taken off during any control period.

10.2.4 The Personnel & Equality Director will issue guidance for employees on the detailed arrangements for flexible working and this will be followed.

10.2.5 Where business needs require this, additional working hours can be worked and time off in lieu granted by the designated manager. This must be agreed in advance by the manager and once worked the employee must either be allowed to take the TOIL or if this is not practical will be paid for the additional hours at the appropriate rate.

10.2.6 Details of scheme are in part 3, paragraph 10.2.

EXTRACT FROM PART 3, LOCAL TERMS AND CONDITIONS OF SERVICE

10.2 Flexible Working Hours

10.2.1 The Council operates flexible working hours within a standard 36¹-hour working week for all full-time employees. Flexible working hours will not apply where a fixed working week is in operation. Employees' statement of main terms and conditions will stipulate the hours to be worked.

10.2.2 Designated managers will determine the pattern of the standard working week, according to the business needs of the service. Generally the standard working day will operate within a 10-hour span between 0730 to 2000 hours. Where the standard working day is not subject to particular business needs requiring late or early working, this period shall be 0800 to 1800 hours.

10.2.3 Designated managers will specify a part of the working day ('core time period') during which all employees attending work on that day must be present at work.

¹ Following agreement with trade unions, from Friday 1 April, a 35-hour week was introduced for all non-schools based Ealing Council employees.

- 10.2.4 Employees must take a lunch break (or equivalent) of at least 30 minutes no later than six hours from the start of work. Employees may take up to a maximum of two hours with the agreement of the manager. Other breaks may be taken at the discretion of the designated manager with a minimum half hour break after any six-hour period. Such breaks must be recorded, and are unpaid time (unless part of the agreed pattern of work).
- 10.2.5 The control period for accounting for time shall be 1 calendar month.
- 10.2.6 Employees shall record their start and finish times, and the times of any breaks, in a form prescribed by the designated manager who will maintain a record of time worked.
- 10.2.7 Employees may take up to one working day, or two half days, as flexible leave during any one control period, the timing of this is subject to the needs of the service. Where business needs require this, additional working hours can be worked and time off in lieu granted by the designated manager. (This must be agreed in advance by the manager and once worked the employee must either be allowed to take the TOIL or if this is not practical will be paid for the additional hours at the appropriate rate.)