



# St Ives Town Council

## Twinned with Stadallendorf

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## FLEXIBLE WORKING POLICY AND PROCEDURE

### Policy

#### Flexible Working

It is possible that there will be occasions when Employees are asked to work hours in excess of the basic working week. On these occasions, St Ives Town Council must have a due regard for the welfare of its Staff and will not expect people to work long hours continually. Flexible working is not a payment for overtime; it is a means for ensuring that people take rest days after periods of sustained effort.

To assist St Ives Town Council to pursue a consistent policy when granting flexible working the following guidelines apply:

#### Hours of Work

Your normal hours of work are detailed in your Contract; it is your responsibility to ensure that you attend punctually for work and follow all timekeeping and absence procedures.

Any additional time must be approved by your line manager in advance. We will not be in breach of this policy should we refuse any additional hours.

#### Additional Hours/Overtime

In order to meet operational requirements, you will be required to work additional hours as directed by your Line Manager (Town Clerk for office, GM staff and Museum Director, Museum Director for Norris staff and Mayor for Town Clerk). We do not normally pay overtime, rather any additional hours worked are taken off at times agreed with your Line Manager.

#### Accruing Hours

Flexible hours are accrued when extra hours are worked. All additional hours worked and flexible time accrued must be approved in advance by your Line Manager.

All employees have a responsibility to plan their hours of work to minimise additional working hours wherever practicable, so flexible hours will only be granted for exceptional circumstances, or where attendance at an out-of-hours meeting is essential.

#### Entitlement to claiming flexible working hours

Flexible hours can be claimed on a 1 for 1 basis. Therefore, for any period of time worked over and above normal working hours or for events outside of normal working hours can be claimed.

#### Procedure

Where practicable, employees attending an evening meeting should aim to start later on the same day, such start time being agreed in advance with their line manager, subject to operational requirements.

It is expected that no more than 21 hours can be held 'in balance' at any time. Once you have accrued the maximum 21 hours, we refuse the right to allow you to accrue any more, and to insist that you take some of these before allowing you to accrue any further additional hours

## Guidance

### Recording flexible hours

Hours accrued and taken must be recorded in the format in place at the time. Normally this will be linked to your daily Timesheet.

### Taking flexible hours

Taking these hours has to be agreed in advance with your Line Manager, and such requests can be refused subject to reasonable operational requirements.

- All requests must be made by email at least 2 working days before it is to be taken. You should retain the email reply authorising the request for your own records.
- No more than 2 consecutive days can be taken at any time using flexible hours.
- Hours accrued can be taken in blocks of 1 hour, half (3.5 hours) or a full (7 hours) day.
- All accrued hours must be taken within 3 months of being accrued.
- Balances cannot be carried across into the next leave year, so employees are reminded to allow plenty of time to take accrued hours before the start of the Christmas/New Year holidays each year.

### Breach

Any employee accruing or taking hours without the required advance notice periods above, or without prior approval, or found to be fraudulently recording hours, will be subject to the Disciplinary Policy.

### Refused Permission

Should permission to take accrued hours be refused for operational requirements, an allowance will be made to enable you to carry forward the time for a further 4 weeks in normal circumstances.

Should the refusal be linked to staff shortages and/or you are covering another post within the organisation in addition to your own, agreement will be given to carry forward the accrued hours until such time as the post is filled and you return to your normal duties.

<b>Responsible Officer</b>	Town Clerk	<b>Date effective from</b>	February 2018	<b>Review date</b>	March 2019
<b>Author</b>	Town Clerk	<b>Date last amended</b>	February 2018		