



# TBAP

Tri-borough Alternative Provision

## *Flexi - Time Policy & Procedure*

2014-15



## **INTRODUCTION**

TBAP's Flexi time policy allows employees on **All Year Round (AYR) contracts** to vary their working hours. The aim is to improve the efficiency of TBAP whilst giving flexibility to AYR employees to work hours suited to their individual requirements and the exigencies of TBAP's provision. The policy provides for authorised time worked beyond weekly contracted hours to be 'banked' as 'credit', and taken as time off at a later date, to suit both the employee and the employer.

## **WORKING TIME**

Employees within the limits of the working day, and out of core times, have the discretion to vary their start and finish time subject to agreement by their line manager.

### **Limits of working day**

These define the time within which an employee may normally work. The working day for TBAP is 07:00 – 18:30 Monday to Friday

### **Lunch Time**

All members of staff working more than four hours on any one day are required to take a lunch break of *30 minutes*. Lunch breaks do not count towards normal hours worked.

### **Core Time**

During core time all staff must be at work.

### **Learning Support Professionals (unless contracted individually)**

Mon & Friday	08.30 – 15.45
Tues / Weds / Thursday	08.30 – 16.30

### **IT Technicians**

Mon – Thursday	08.45 – 16.30
Friday	08.45 – 16.15

### **Admin ( as specified by line manager)**

Mon – Thursday	07.30 – 15.15
Friday	07.30 – 15.00
or	
Mon – Thursday	08.30 – 16.15
Friday	08.30 – 16.00

### **Flexi period**

A flexi (accounting) period is one term duration. There are six accounting periods in the academic year 2014 -15.

- Period 1: 01/09/14 – 24/10/14
- Period 2: 03/11/14 – 19/12/14
- Period 3: 05/01/15 – 13/02/15

- Period 4: 23/02/15- 02/04/15
- Period 5: 20.04.15 – 22.05.15
- Period 6: 01/06/15 – 17/07/15

**Time Credit/Debit**

When an AYR employee works more than their weekly contracted hours, this can count to flexi time credit, up to a maximum of 24 hours per accounting period. Credits can be carried into the immediate school holiday periods:

- 27/10/14 to 31/10/14
- 22/12/14 to 02/01/15
- 16/02/15 to 20/02/15
- 03/04/15 to 17/04/15
- 25/05/15 to 29/05/15
- 20/07/15 to 30/08/15

Flexi time cannot be carried into the next flexi accounting period without prior authorisation by the Executive Headteacher. There is no option carry flexi time credits into the next academic year.

If an employee works fewer than their weekly contracted hours, this is a flexi time debit. Flexi time debit is carried forward into the next flexi period, including into the next flexi year, and cannot exceed *more than 24 hours*.

*Flexi time credit / debits must be recorded on Appendix A, with a record held by individual employee and sent to TBAP HR at the end of each term.*

Meetings/Seminars/Conferences/working from home etc

Employees may be required to attend meetings etc in the normal course of their work, out of the limits of the working day. Hours spent attending meetings and required travel time may count towards normal working hours. This should be agreed with the line manager in advance.

Agreed times involved in travelling and attending meetings should be recorded on the flexi time sheet.

**Signed:** -----  
**(Chair of Board)**

**Date:**

**Signed:** -----  
**(Executive Headteacher)**

**Date:**

**Appendix A: Termly Flexi time form**

Name ..... School / Site: .....

Accounting period .....

Date	Day	Start time	Finish time	Total hours worked for day	Debit/Credit
<b>Debit/credit to be carried forward</b>					
<b>Week 1</b>					
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
<b>Total hours worked for week</b>					
<b>Week 2</b>					
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
<b>Total hours worked for week</b>					
<b>Week 3</b>					
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
<b>Total hours worked for week</b>					
<b>Week 4</b>					
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
<b>Total hours worked for week</b>					
<b>Week 5</b>					
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
<b>Total hours worked for week</b>					
<b>Week 6</b>					
	Monday				
	Tuesday				

	Wednesday				
	Thursday				
	Friday				
<b>Total hours worked for week</b>					
<b>Week 7</b>					
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
<b>Total hours worked for week</b>					
<b>Week 8</b>					
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
<b>Total hours worked for week</b>					
<b>Debit/credit to be carried forward</b>					

Signed by staff member ..... Date .....

Signed by line manager ..... Date .....

**Notes:**

- Record time of arrival or finish to nearest quarter of an hour, e.g. if starting at 9.10am you would record 9.15am.
- All staff should take at least a 30 minute lunch break.
- When taking annual leave, record this by writing annual leave through period of absence and record total hours worked for each day or week as your normal daily or weekly hours e.g. 7¼ hours for daily hours of work or 36 for weekly hours.
- When on sick leave, record this by writing sick leave on each day absent and record total hours worked for each day or week as your normal daily or weekly hours.
- If taking a flexi-day then write flexi in the appropriate day and record hours worked as zero. If taking a half-day of flexi then record the half day as flexi and record the actual hours worked for the other half of the day in the day total e.g. 3½ hours