



# Flexi-Time Policy

Reviewed: January 2024  
Next Review: January 2027



## 1. Introduction/Purpose

- 1.1 Rosehill recognises the value employees place on working in a more flexible environment which enables them to achieve a better work/life balance. In response to this Rosehill is providing its employees with a flexi-time system.
- 1.2 There are two main aspects to the flexi-time system provided by Rosehill: the first is flexible working hours and the second is the ability to accrue flexi-time.
- 1.3 This Policy sets out the Flexi-Time System provided by Rosehill.
- 1.4 It is designed to outline the background, parameters and benefits of flexi-time, the guiding principles and recommended procedures to ensure it is managed fairly and consistently.

## 2. Background

- 2.1 Consideration of the following factors was undertaken prior to formulation of the policy document:
  - 2.1.1 Employees within Rosehill may benefit from flexi-time arrangements to meet family needs, fulfil personal obligations and lifestyle commitments. Commuting issues may also be alleviated if unforeseen transport disruption occurs on a regular basis.
  - 2.1.2 Rosehill needs to ensure that the implementation of such arrangements does not have a detrimental impact on the level of customer service provided or on any individual employee. If managed properly, it is anticipated that having such arrangements in place will provide business benefits such as improved employee morale, commitment and engagement, enhance the efficiency of the organisation and improved service flexibility.
  - 2.1.3 Rosehill also recognises that introducing a flexi-time arrangement must not mean that employees' Health and Safety is compromised in any way. This includes lone working or working excessive hours that could cause or exacerbate any health issues that could affect performance at work.
  - 2.1.4 Rosehill is aware that the system for flexi-time should ensure consistency and avoid any potential abuse or cost to the business.

### 3. Flexi-time

#### 3.1 Eligibility

3.1.1 Generally any employee of Rosehill is eligible for flexi-time. There may be some exceptions depending on business operational requirements but this would be discussed on an individual basis.

#### 3.2 Parameters

##### 3.2.1 Flexible Working Hours

3.2.1.1 A flexi-time system will be offered with contracted working hours of 35 hours a week worked over 5 days, Monday to Friday.

3.2.1.2 The Office opening hours will continue to be 9 am to 5 pm Monday to Thursday and 9 am to 4 pm Fridays.

3.2.1.3 Core hours will be operated during which all employees must be at work unless on authorised leave/absence. The core hours are as follows:

- 10 am to 12 noon
- 2 pm to 4 pm

3.2.1.4 Employees will be able to start work from 8:30 am up to 10:00 am and finish work from 4:00 pm up to 5:30 pm, Monday to Thursday and 8:30 am up to 10:00 am and finish work from 4:00 pm up to 4:30 pm, Friday.

3.2.1.5 Employees must take a lunch break of at least 30 minutes. 30 minutes will automatically be deducted from any individual who fails to clock out at lunch time. Employees may take an extended lunch break of no more than 2 hours on any given day. Employees cannot take any part of their lunch break out with the period of 12 noon to 2 pm.

3.2.1.6 The operation of flexible working hours must be carefully managed to promote a team working environment and to ensure that our level of customer service is not compromised.

3.2.1.7 To support this as a minimum there must be one staff member from each Section/Team at work from 9:00 am and up to 5:00 pm, Monday to Thursday and from 9:00 am to 4:00 pm on Friday.

##### 3.2.2 Accruing and Using Flexi-Time

3.2.2.1 Employees will be able to accrue flexi-time by working additional hours within the above parameters. Employees can take the accrued time off

in the same month or subsequent months either as a full day or as 2 x half days. For the avoidance of doubt the maximum flexi leave an employee can take each month is 1 day.

- 3.2.2.2 At the end of each month period employees will be able to carry forward a maximum credit balance of 7 hours into the following month, regardless of whether or not a flexi day (or half day) has been taken. If at the end of the month period employees have credit balances in excess of the 7 hour limit, the excess time will be lost.
- 3.2.2.3 Employees must have sufficient flexi time accrued to cover the time they wish to take off. For the avoidance of doubt employees can not advance any flexi-time for this purpose. Therefore at the point an employee submits a request for flexi leave they must have the required hours accrued i.e. 7 hours built (for day's flexi) or 3 ½ hours built (for half day flexi). In addition employees must preserve the required credit balance until the flexi leave is taken.
- 3.2.2.4 Employees have access to the employee self-service feature in our electronic time recording system. This enables employees to monitor their working balances and, as such, the responsibility for ensuring there is sufficient hours accrued before submitting a request for flexi- time leave lies with the employee.
- 3.2.2.5 Employees, having confirmed they have sufficient credit balance on their timesheets, should submit a request for flexi-time leave through the self-service feature mentioned previously. When creating a request employees must state their flexi-time balance at that time using the "requester's comments" facility. Once the request is submitted it is automatically emailed to the relevant Line Manager. The time recording system is set up so that in the event a Line Manager will be absent for more than 2 days, the request is transferred to the Corporate Services and HR Manager.
- 3.2.2.6 Upon receiving a request for flexi leave, Line Managers or the Corporate Services and HR Manager must check the employee's credit balance (see para 3.2.2.5 above). The next check is to refer to the shared holiday calendar (outlook), and the office rota (central library), to see if anyone else is off, or home working, and in particular colleagues in their own teams. If there is no issue with the employee being off and the details of their credit balance is sufficient to authorise a day's flexi (or a half day's flexi) then the Line Manager/ Corporate Services and HR Manager can approve the request. The shared holiday calendar and office rota must then be updated as quickly as possible once the request has been approved.

- 3.2.2.7 In line with the procedures for Annual Leave the minimum notice period employees must give when submitting flexi leave requests is 2 days before the time they wish to take off.
- 3.2.2.8 Time off through Flexi-time is not guaranteed to the extent Annual Leave is. Line Managers/ Corporate Services and HR Manager can cancel or refuse requests for flexi-time if business needs dictate, e.g. an unexpected high level of employee absence which may impact on service provision.
- 3.2.2.9 In addition to accruing time employees can go into debit but this can not exceed 7 hours in any given month. Employees are not required to make up this time within any specified time limit.
- 3.2.2.10 In the event an employee was to leave Rosehill he/she would be expected to make up any debit balance during their 4 weeks' notice period. If this wasn't possible the debit would be deducted from any Annual Leave entitlement still due. If there is no Annual Leave entitlement then the value of the debit would be deducted from the employee's final salary. Employees should ensure that they have a zero balance on their date of leaving. Any credit balances will not be paid.
- 3.2.2.11 Employees have the option, where they have accrued sufficient flexi-time, to substitute a day's annual leave (or half day's annual leave) for a flexi day. However, for this to happen, employees must have had the correct credit balance at the point the leave was taken and, must not have taken a flexi day already that same month. For example, an employee has previously booked a week off on annual leave; on their return to work they realise they had sufficient flexi built up at the point they went on holiday. As such, they can submit an email request to their Line Manger (or in their absence the Corporate Services and HR Manager) to swap one of their annual leave days for a flexi day. To assist with the request, employees must state their credit balance at the point they finished up for their holiday.
- 3.2.2.12 On receiving such a request Line Managers/ Corporate Services and HR Manager must be satisfied that the conditions for swapping a day's annual leave for flexi leave, as set out in para 3.2.2.11 above, have been met. If the request is approved, Line Managers must email the Customer Services Officer and copy in the employee making the request, to advise that they have approved the swap and request that the timesheets be updated accordingly.

### **3.3 Attendance at Medical/Dental Appointments**

3.3.1 Employees are expected to attend routine medical and dental appointments out with core hours. The exceptions to this are hospital appointments or courses of treatment as it is generally recognised that people are unable to influence the timing of such appointments. In such circumstances employees must seek the approval of the Director who will agree the period of absence required. The process for such requests is subject to a separate procedure, Requests for Special Leave.

#### 4. Overtime/TOIL

4.1 Overtime and TOIL are wholly independent of the flexi-time system. On occasion employees may be required to work out with normal working hours (this includes the hours for flexi-time) e.g. attendance at Committee Meetings.

4.2 There is a separate Overtime Working and TOIL Policy which sets out the requirements for additional working outside of the flexi-time arrangements.

#### 5. Time Records/Administration

5.1 Rosehill operates an electronic time recording system which will calculate flexi-time on a monthly basis.

5.2 Employees will be able to access their timesheets on the electronic system through their own PCs. Access is on a viewing basis only, no employee will be able to make any adjustments to their own timesheets.

5.3 Access to timesheets will enable employees to monitor their own balances more effectively and ensure they do not exceed the maximum credit or debit balances allowed at the end of the month period.

5.4 The Customer Services Officer and Corporate Services and HR Manager has the responsibility for administering the electronic system and for making any required adjustments to it.

5.5 Line Managers, with the assistance of the Customer Services Officer, will monitor the flexi-time system e.g. monthly balances, missed clockings, etc.

5.6 Employees must make every effort to clock in and out at the required points in the day. In the event that high levels of missed clockings occur this will require to be addressed and may ultimately lead to the employee being removed from the flexi-time system.

5.7 Any abuse of the system will result in the employee being removed from the flexi-time system. In addition any deliberate falsifying of the time records may lead to disciplinary action against an employee.

## 6. General

6.1 The operation of a flexi-time system is at the discretion of Rosehill and as such will operate subject to business needs.

## 7. Data Protection

7.1 On the 25th of May 2018, the legislation governing data protection changed with the introduction of the General Data Protection Regulation (GDPR).

Following the UK's exit from the EU, and the end of the transition period which followed, the GDPR formed part of the retained EU law and became the UK GDPR which together with the Data Protection Act 2018 constitute the UK's data protection legislation.

## 8. Equality and Diversity

8.1 We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing this Policy, we will provide a fair and equal service to all people, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

8.2 Rosehill is committed to removing any barriers to communication. Therefore, if required this Policy can be produced in another format e.g., braille, large print, etc.

## 9 Risk Management

9.1 In all key areas of our business we need to consider any risks which may arise. To this end we have in place a robust Risk Management Policy and from these flows our Risk Register.

We have identified our material risks which are regularly monitored by our Management Team and Audit Sub-Committee.

9.2 To ensure we continue to manage the associated risks we will



periodically review this policy to ensure compliance with all legislative requirements and regulatory and best practice guidance.

10. Review of Policy

10.1 This Policy will be reviewed, as a minimum, every 3 years.



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