Managers' How to Guide…..
Flexi Time Scheme

Policy statement	**The Office of the Police and Crime Commissioner (OPCC) recognises that a flexible approach to the arrangement of working hours supports operational efficiency while ensuring personal circumstances of employees are taken into account.** **The policy outlines the provisions available under this scheme and the conditions of their use.**
Scope	**All employees of the OPCC.**
How to use this document	This document is not part of the formal policy. Instead it provides additional information to help you in the practical day to day application of the policy. It is expected that you will have an understanding of the Flexi Time Scheme Policy prior to using this guide.

Content

Roles and responsibilities

As the manager you are responsible for:

- applying the Flexi Time Scheme Policy accurately
- deciding when to operate the flexi time scheme
- checking an employee's ESS lite record of the hours they work to ensure compliance with the scheme
- deciding when flexi leave can be granted
- managing any abuse of the flexi time scheme appropriately

Employees are responsible for:

- complying with policy scheme rules in line with local arrangements
- managing their time to comply with the scheme rules
- maintaining accurate records of the hours they work via ESS lite
- submitting flexi leave requests using ESS lite

The HR person who is supporting the manager is responsible for:

- advising on policy application and best practice

The OPCC work colleague or trade union representative is responsible for:

- supporting their member/colleague
- supporting fair and equitably application of the policy

How to set up a flexi time quota on SAP

You are responsible for setting up a flexi time quota for those employees you line manage using the manager's portal.

A maximum of 10 days or 74 hours can be taken as flexi time per year. For pro rata quotas use the flexi leave calculator.

How the employee enters time within the 'my timesheet' tile

The employee will record all time worked under the "normal hours" attendance code in the 'my timesheet' tile of ESS lite.

The time is recorded as time in and time out. The recorded time should only be paid time. If the employee has an unpaid break e.g. lunch, two lines must be entered for the day. Time in and out for the morning and time in and out for the afternoon.

The employee is able to check their work pattern using the 'view work pattern' tile in ESS lite. It is their responsibility to ensure this is correct, as any time recorded will be compared to this for the purposes of creating a flexi time balance.

How to monitor flexi time

You should ensure that your team record flexi time via ESS lite. Employees are required to keep accurate records of the hours they work.

You can monitor the flexi time for employees using the flexi time report function via the IBC portal – HR, Attendance, Reports, Flexi time report.

You must check an employee's flexi time record on a monthly basis to review whether the employee is more than 8 hours in debit or 40 hours in credit at any one time and also to check they are complying with the rules of the scheme.

How to manage excess debits or credits

All flexi leave must be considered by you in line with operational requirements and authorised in advance of the flexi leave being taken.

You must ensure employees are familiar with the rules of the scheme and know where to find a copy of the policy.

If an employee is too many hours in credit you should plan with them when they will use this leave. The employee is only able to carry forward 40 hours from one month to the next month. Any hours in excess of 40 hours will not carry forward.

If an employee is more than 8 hours in debit you need to plan and agree with them when they will make up the outstanding hours. This should be achieved as soon as practicable.

If an employee is not complying with the rules of the scheme you may need to apply the Managing Misconduct Policy or the Managing Performance Policy.

During an employee's notice period their start and finish times must be adjusted to ensure they are no longer in credit or debit on their last working day. If an employee leaves in exceptional circumstances when notice is not given you may consider paying credit hours at flat rate or making no deduction for debit hours.

How to consider flexi leave requests

Requests for flexi leave are made by the employee using ESS lite. You can approve / decline these requests using the portal.

All flexi leave requests must be considered by you in line with operational requirements.

You may wish to take account of the following in considering a request:

- notice given for requested flexi leave
- number of hours of flexi leave requested
- cover available and wider operational requirements
- the personal circumstances of the employee
- requirement for flexi leave to be taken prior to the end of the annual leave year
- parity across the team in the application of the scheme

If you are unable to agree to a request for flexi leave you should advise the employee of the reasons for this, ideally face to face.

How to avoid or minimise carry over of flexi time

Flexi hours should be used within the annual leave year in which they are accrued. Monitoring flexi time will help you to manage this.

You may wish to check the level of flexi hours across your team before the annual leave years draws to an end as more employees also request annual leave during this period.

Support

Managers:

Guidance on using the flexi time report is available on the IBC portal help pages - http://www3.hants.gov.uk/portal-help/hr/attendance/ibc-help-reportsflexitime-guide.htm

Guidance on using the casual time entry facility is available on the IBC portal help pages - http://www3.hants.gov.uk/portal-help/hr/attendance/ibc-help-timeentry-guide.htm

Any remaining queries can be directed to HR Operations on 01962 813915 or at hradvice@hants.gov.uk
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How to guide
Governance

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Employees of non Office of the Police and Crime Commissioner bodies are excluded from this policy and should refer to their own employer's policies and procedures.