



# NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL FLEXIBLE WORKING HOURS POLICY\*

## 1 Introduction

**1.1** In line with its commitment to valuing diversity, the Council recognises that flexible working hours bring benefits to both employees and the organisation. This Flexible Working Hours policy provides arrangements for a flexible system of working. This helps employees to manage their daily hours of work to suit their individual needs and the needs of the organisation. This policy will allow the team to discuss and agree standard preferred patterns of working. It allows the team to manage any changes of routine to avoid unnecessary disruption to the effectiveness of the organisation.

**1.2** It may not always be possible to accommodate the needs of individual employees, and in these circumstances employees will be given a full explanation of the reasons for not applying full flexible working hour's terms to a particular position.

## 2. The Policy

The Council will

- Agree the days and hours of working with each employee
- Maintain 'office cover' 9am to 5pm Monday to Thursday (and 4.30pm on Fridays)
- Operate a flexible working hours system

## 3.0 Flexible Working Hours

**3.1** The working day can be between 8am and 6pm (Contracted Hours are be 9am to 5pm).

**3.2** Outside 8am to 6pm the town clerk must be informed (regular meetings like committees/market set up need only be agreed once).

**3.3** Core hours are between 10am and 12 noon and 2pm to 4pm. Time taken flexibly inside these hours should be requested from the town clerk (e.g. leaving at 3.30pm).

**3.4** Office based staff will agree how the office is to be covered between 9am to 5pm (4.30pm on Fridays). In the event of a problem it should be referred to the Town Clerk.

**3.5** Flexible hours should never accumulate + or – 25 hours (unless by agreement).

**3.6** A maximum of 3 flexi days can be taken consecutively and only if + hours are

available.

**3.7** Flexi leave (either half or whole days) must be submitted on the leave request sheet prior to it being taken and when + hours are available.

#### **4.0 Overtime**

**4.1** Paid overtime must have prior approval of the Town Clerk.

This Council adopted this Policy for Working Hours at its Staffing meeting on  
.....12/4/16.....

Review Date = Bi - Annual

Amended or Reviewed	Date	Version No	Who
Approved	12/4/16	120416/1	Linda Woodward
Reviewed	20/2/17	120416/1	David Selby Resources Committee
Reviewed	19/3/18	120416/1	David Selby Resources Committee