Appendix 2: a model flexi-time scheme

This flexible working hours scheme may be withdrawn, amended or suspended at any time with one month's notice, if they are considered to impact on the effectiveness of service provision.

* Core hours **10.00 - 16.00** Hours may be worked **08.00 - 18.00** Telephones to be answered **09.00 - 17.30**
* Minimum 30 minutes lunch break.
* Minimum 1 person covering the office/lab between 12.00 and 14.00. Staff will be responsible for arranging cover between 9am and 10am, 12 noon and 2pm, 4pm and 5.30pm ( Lunch can be taken between 12.00 - 14.00).
* Times of arrival at work, lunch breaks and leaving work must be logged daily by the individual and will be countersigned by the manager/supervisor at the end of each week.February 2019
* The monthly cycles will commence from
* A maximum of 5 hours surplus or deficit may be carried over from week to week, subject to work demands. No hours may be carried over from one monthly cycle to the next.
* Overtime will not usually be paid. Exceptionally, where approved in advance by the Head of department/Manager/Supervisor, the first five surplus hours will be paid at plain time and overtime rates will be paid for additional hours.
* Periods of sickness or annual leave will be treated as a normal working day - 7 hours and 18 minutes for those working a 36.5 hour working week.
* Medical appointments should be arranged in accordance with Policy on Leave for Domestic and Personal Reasons.
* Time lost through transport delays will be made up by the individuals with few approved exceptions (such as transport strike days and exceptional weather conditions etc).
* For health safety purposes staff should ensure that a colleague is aware when they leave the office for the day.