



Aquatic Control Engineering

Flexible Working Policy

Date Reviewed: 14/06/2023

Next Scheduled Review: 14/06/2024

Objectives

This Policy has been developed to increase the flexibility of the workforce to meet the changing needs of the organisation and to provide enhanced work life balance for employees.

Research has shown that flexible working opportunities which allow employees to balance their home and work lives effectively, can have a positive impact on productivity as they are able to plan working time to fit with their own responsibilities.

Aquatic Control Engineering understand that in order to maximise potential in the working environment it must look to challenge the conventional methods of employment practice to ensure that employees needs are linked successfully with the demands of the business.

The Flexible Working scheme is available to all ACE HQ based employees.

The Flexible Working Scheme will enable employees to organise their working hours so that they may have some measure of freedom as to when they work, subject to their overtime hours accrued. The Flexible Working Scheme does not form part of your Contract of Employment.

Agreed Pattern of Work

The success of the scheme depends on the co-operation, goodwill, flexibility and trust of all employees. Employees will be expected to take account of their current work commitments, have regard to both their current workload and to the overall pattern of work in their department which may vary over time. Each department should ensure that proper cover is provided during normal office, contracted hours (08.30 – 17.00)

Standard Working Times

For the purpose of crediting authorised absences, the following STANDARD WORKING TIMES will apply for full time workers (part time workers SWT are calculated in accordance with their current working pattern and contract of employment)

Week	40 hours
Full Day	8 hours, exclusive of 30 minute lunch break
Half Day	4 hours

To comply with statutory requirements and to ensure employees take a proper break from work, a minimum of 30 minutes MUST be taken, whether or not employees leave their workplace.

Such breaks should not be left to the end of the working day. It is not permissible for you to forgo your lunch break in favour of accruing flexitime.

Core Hours

In line with the business needs, all ACE employees are to attend work between the core hours of:

Monday to Thursday 09.30 – 3.30pm
Friday 09.30 – 3.00pm

Please liaise with your line manager if you will be working Core Hours on a specific day; flexi Leave around these core hours (eg leaving at 4pm one day) can only be taken if the time has been accrued on your Flexible Hours log, and agreed with your line manager.

There is no set process of booking these adhoc hours, if you wish to arrive later, or leave earlier (core business hours) then you simply need to request permission from your line manager to do so.

Time Recording

In order to help employees keep track of their working hours, every employee has an excel spreadsheet located on the Company Drive; Flexible Hours Log.

If additional hours are worked you will be entitled to log the following:

- Less than 30 minutes – no time in lieu recorded
- 30 minutes or more – you are entitled to record the time worked or travel time taken

All employees will be entitled to log the number of hours worked in addition to their contracted hours however, this must not exceed 40 hours. Employees are encouraged to manage their own flexible working lieue hours, around the business requirements.

Should accrued hours exceed the 40 hours, you may be asked by your line manager to take time in lieu.

Flexible Working hours will not be a guarantee or provide entitlement to additional payment.

FLEXI-LEAVE – ½ or full day booking

Flexi-leave can be taken, and should be requested, in line with the normal holiday booking process and should be recorded on your personal flexi-time spreadsheet.

This leave does not come away from your holiday allowance. This should be taken off your personal excel, flexible working log only.

You must ensure you have credit hours in advance of applying for flexi-leave however, special circumstances will be considered by your line manager (eg unexpected family emergencies.)

Please note, employees are responsible for ensuring that contracted hours are worked, you must not be in debit hours.

In line with the Core Business Hours, should you wish to leave prior to 3.30pm (3pm on a Friday), this must be booked as a ½ day or full day flexi leave, vice versa with starting after 0930am.

The Flexible Working Scheme runs in line with the Holiday year. During the holiday period (1st January – 31st December), no more than 5 days flexi leave can be taken (or 10 half days.)

Employees can only take a maximum of 2 days flexi leave (or 4 half days) in any one month period.

If this is accrued but not taken, it is then lost. Please note, current General Leave Policy rules still apply.

Hospital, Doctor, Dental and Optician Appointments

The company understands that time off for any of the above appointments out of working hours may be difficult therefore, we ask that all appointments are either made at the beginning or at the end of the working day and you request this from your Doctor. Where possible, you should take appointments to minimise the disruption to your business working hours in line with your job role.

Should an appointment run longer than 2 hours, it is required to take this out of your flexi-leave and logged on your individual spreadsheet. If you do not have any flexi-hours, you will need to take this as holiday.

Employees requesting time off may be required by HR to produce an appointment card or other documentation confirming details of appointments .

Should the employee require further appointments, or treatment for medical conditions it will be down to the employer or line manager to review this on an individual case basis however, as stated above, the employee must where possible make appointments at the beginning or end of the day. In some cases, a temporary adjustment to the employee;s contractual hours may be appropriate.

Monitoring of the Flexible Working Scheme

As we are placing trust with employees in order to fill out their own overtime calculations, it is the responsibility of employees to ensure that they record their hours of work accurately. Line Managers will review the employee records when flexi-leave is requested to ensure efficient time has been accrued.

Any abuse of the Flexible Working Scheme will be dealt with under the Company's Disciplinary Procedure.

Probation Period

The Company adheres to a 3 month probation period. The Flexible Working Scheme does not apply to those inside this probation period.

Upon successful completion of the probation period you will have an agreed start date of entering into the Flexible Working Scheme.

Employees leaving the Company

If you leave the Company, any hours must be at zero. Any credit time will be lost if not taken. The Company does not have to make any adjustments in order for you to take this time and does not have to pay lieu hours at the end of your employment.

Needs of the Business

It may be necessary from time to time for managers to restrict flexible working hours due to the needs of the business.

Signed



Stephen Randall
Managing Director