

Introduction

1. This policy applies:
 - to employees of HEFCW;
 - irrespective of length of service or duration of contract.
 - to inward secondees, where it is specified in their contract.
2. The operation of a Flexible Working policy is not a contractual entitlement. HEFCW reserves the right to modify or withdraw the policy.
3. It is HEFCW's policy to allow flexible working hours or patterns wherever possible and no employee is specifically excluded from this policy, however, the requirements of certain posts may limit the extent to which this policy can apply and an explanation would be provided in this situation.
4. The Flexible Working policy and procedures operate within the Working Time Regulations, which state that employees do not usually have to work more than 48 hours a week on average, unless they choose to. Details of the Regulations are set out in Annex A.

Statement of policy

5. This policy aims to define the rules and arrangements of flexible working within HEFCW. The aims of flexible working are to:
 - ensure business needs are met;
 - allowing employees to fulfil the requirements of their role whilst maintaining a work-life balance;
 - maximise use of resources and match working patterns with the needs of HEFCW;
 - help HEFCW retain employee expertise;
 - give HEFCW access to a broader cross section of potential employees when recruiting.

Responsibilities

6. All employees are responsible for adhering to the Flexible Working policy and procedures when operating flexi hours or flexible working patterns.
7. Line managers are responsible for ensuring that employees comply with the rules and must follow up any non-compliance issues. Any issues that are not resolved should be reported to HR.
8. Head of team/ Directors are responsible for ensuring line managers carry out their responsibilities, and for ensuring that working hours within their team are at an acceptable level.
9. Specific responsibilities for employees, line managers and Heads of team are detailed within the Flexible Working procedures.

Flexible Working policy

Abuse of the policy

10. The success of the policy depends on trust and any employee found to be deliberately mis-using the policy and procedures will be dealt with under HEFCW's disciplinary policy and procedures.

Supporting procedures

11. The Flexible Working policy is supported by:

- Flexible Working procedures
- Working Time Regulations (Annex A)
- Leave procedures
- Absence procedures

Version	Date	Description
0.1	November 2014	New policy as a result of the policy review project
1.0	Oct 2015	Approved by Management Board
1.1	May 2016	Endorsed by Works Council following staff consultation
2.0	June 2016	Agreed by HR Committee

Working Time Regulations

- 1 The Regulations state that employees do not usually have to work more than 48 hours a week on average.
- 2 Employees aged 18 or over who want to work more than 48 hours a week, can choose to opt out of the 48-hour limit. This could be for a certain period or indefinitely. It must be voluntary and in writing. It can't be contained in an agreement with the whole workforce. However, employers are allowed to ask individual workers if they'd be willing to opt out.
- 3 Under the Working Time Regulations 1998 (SI1998/1833) 'working time' means any period during which the employee is working, is at the employer's disposal and is carrying out their activities or duties.
- 4 Working time includes:
 - any period during which the employee is receiving training in connection with the job;
 - travel time as part of the employees duties (eg the journey to and from a temporary workplace; travel to and from a meeting);
 - time spent waiting at the place of work for work to be allocated;
 - time spent working away from home;
 - time spent working at home;
 - time on call at the workplace.
- 5 Working time does not include:
 - the journey to or from the normal workplace and home;
 - time resting at the end of the working day even if the employee is required to stay away from home overnight;
 - time spent 'on call' when away from the workplace and not carrying out duties
- 6 The Working Time Regulations and the Young Worker Directive ensure that employees under the age of 18 do not work in excess of 40 hours per week for HEFCW. All other employees whose working hours breach the 48-hour rule must sign a waiver in accordance with the Working Time Regulations.
- 7 In accounting for travel time to and from a temporary workplace, employees will work out their total travel time for the day, and reduce it by their average daily travel time to and from the office.
- 8 In accordance with HEFCW's Occupational Driving policy, it states an 'absolute maximum of 12 hours work and driving but recommends 10 hours as a preferable limit, with a requirement for anyone doing this regularly to discuss it with the Head of Corporate Services and Head of IS and Facilities.'