

FLEXI SCHEME

Introduction

The flexi scheme is designed to support the Council to create a more flexible and agile workforce. In principle, it is for Chief Officers, Single Status and Craft Employees. The scheme is supported by [Frequently Asked Questions](#) which gives examples of Manager/employee queries.

The scheme gives employees some flexibility over their working hours, including start and finish times, subject to the operational requirements, and supports employees to balance work and personal commitments.

Eligibility is dependent on the nature of work you undertake and operational requirements. For example, jobs that require fixed hours or shift working are not eligible to take part in the scheme and there is likely to be additional constraints for customer facing roles.

General

(a) Flexi Card

You should only ever use your own personal flexi card to record your clocked in/out time. You may use the flexi machine in your place of work or PC to record your working hours, including lunch times and personal breaks.

(b) Adjustments

You must ensure your working hours are recorded accurately, including your lunch break. To make any adjustments to time you have recorded, this can be done by logging on to MyView and selecting Optimum.

There is an automatic default deduction of 30 minutes which is applied by Optimum retrospectively if you are contracted to work more than 6 hours (if you have not already clocked out for lunch). However, you should not rely on this mechanism to record your lunch break.

If you start or finish work at another Council workplace, you may either log on there, if possible, and record your time or [submit an adjustment](#) on your return to your normal place of work.

(c) Flexi Time Scheme Principles

Cooperation with your line manager and colleagues is essential to ensure there is appropriate cover to meet operational needs. For example, if you intend to come in to work late, leave early, take a short break during the day or plan an extended lunch this should be agreed in advance.

Line managers and supervisors must ensure there is appropriate cover to meet operational needs when considering requests from employees.

(d) Flexi Time Scheme Provisions

Flexi Bandwidth (i.e qualifying hours)	07:00 to 21:00 - Monday to Friday
Lunch Breaks	You must clock out for at least a 30 minute lunch break and make any adjustment as outlined in (b) above. It is recommended you work for no more than 6 hours before taking a lunch break.
Personal Breaks	<p>Where operationally acceptable and practical to do so employees may choose to take tea and coffee etc at their desk during the working day.</p> <p>As an alternative, with prior agreement on each occasion, a personal break of up to 10 minute breaks, one in the morning and one in the afternoon may apply.</p> <p>Further information on Personal Breaks</p>
Credit hours	<p>Maximum plus 18 hours - for a full time employee working 36 hours</p> <p><i>(Part time hours example – 21.6 hours per week 18 divide by 36 x 21.6 (18/36*21.6) = 10.8 hours or +10 hours 48 minutes</i></p>
Debit Hours	<p>Maximum minus 11 hours - for a full time employee working 36 hours</p> <p><i>Part time hours example - 21.6 hours per week 11 divide by 36 x 21.6 (11/36*21.6) = 6.60 hours or - 6 hours 36 mins</i></p>
Accounting Periods	Each calendar month is one accounting period.
Flexi Leave per Period / Year	<p>Maximum 14.4 hours (14 hours 24 minutes) for a standard 36 hour week, i.e. 2 flexi days per calendar month, subject to an overall maximum of 20 flexi days (144 hours) per calendar year.</p> <p><i>Part time hours example – 21.6 hours per week 14.4 divide by 36 x 21.6 (14.4/36*21.6) = 8.64 hours or 8 hours 38 mins</i></p> <p>To take flexi leave, your carry forward into the next accounting period cannot go below the maximum debit limit.</p> <p>The options to take flexi leave are:-</p> <ul style="list-style-type: none"> - Work for half a day and take a half day annual leave - Take a full day flexi - Take a full day annual leave
Termination of Employment	You must clear your credit or debit hours to nil by the date of leaving and return your card to your Line Manager.

Transferring Service	You must clear your credit or debit balance to nil prior to a transfer to another Service.
Lost or Damaged Flexi Card	Email your request for a replacement ID card to your Line Manager. Further information on ID Cards

(e) Authorised Absences

The main categories of authorised absences include:

GP appointments (Non-emergency & routine)	<p>No paid time off will apply to dental appointments or non-emergency GP appointments. If these take place during your working day you should agree in advance with your Line Manager and clock out.</p> <p>If in exceptional circumstances you require an emergency GP appointment paid time off may apply with the agreement of your Line Manager. Reasonable adjustments may also apply for employees with a disability or medical condition covered by the Equality Act (2010).</p>
Hospital appointments	Wherever possible you are encouraged to request hospital appointments in your own time. However, on occasions when this cannot be accommodated flexi credit will be given for the length of the authorised absence within the standard working day. Reasonable travelling time and arrangements, the location of the hospital and the time of the appointment may be taken into account.
Illness	<p>If you are off work through illness you will receive your contracted working hours for that day.</p> <p>If you report to work and thereafter go home because of sickness, you should complete an adjustment to claim the balance of your contracted working hours for that day.</p>
Christmas Period	<p>Executive Directors and Heads of Service (or equivalent) may authorise a relaxation of working hours for Christmas lunches etc. No flexi credit should be given for time not at work.</p> <p>On the last working day before the closedown period, minimal staffing level only is required. Heads of Service (or equivalent) should determine which employees are required to remain until 17.00. No flexi credit will be given to employees who leave before 17:00.</p>
Driving Test	Time off to sit driving tests will be given but no credit will apply.
Job Interview	Time off will be available to attend interviews within Perth & Kinross Council. Reasonable time off will also be given for interviews with other local authorities and employers recognised for local government service (refer to the Modification Order).

Retirement Presentations	Flexi credit will be given for you to attend formal retirement presentations, subject to agreement with your Line Manager having due regard to operational needs.
Trade Union Business	Trade Union related meetings other than those held with management may only be held in your own time unless in exceptional circumstances and with prior agreement from senior management.
Severe Weather Arrangements	<p>On designated days, you may be allowed to stop work early.</p> <p>Where more than 3 hours have been worked, you will be credited with actual hours worked, i.e. no further credit will apply.</p> <p>If you have worked less than 3 hours you will be credited with a maximum of 3 hours within normal office hours of 08.45 to 17.00, i.e. if you leave at 15.00, a maximum of 2 hours credit may apply.</p> <p>The same will apply if you are unable to attend because of weather conditions or delayed (maximum 3 hours credit may apply) Alternatively, if work is taken to complete at home the actual hours worked at home will be credited. Flexi credit under the severe weather arrangements cannot be claimed on the same day as home working. (refer to severe weather arrangements)</p>
Business Travel	<p>If you are required to travel direct from home to a place other than your normal office base, e.g. to attend conferences or meeting, you can claim travelling time subject to the following criteria:</p> <ul style="list-style-type: none"> - The difference in time from home to place of work and home to normal office base may be claimed up to a maximum of 13½ hours credit per day subject to prior agreement with your Line Manager. Excessively long days as a result of business travel should be regarded as exceptional and not become part of a regular work pattern. - If you are attending day or block day release training you will be credited up to a maximum of 7 hours 12 minutes per day, taking into account the actual training time and reasonable travelling time.

Misuse of the flexi time scheme, including failure to comply with time recording arrangements, is regarded as a serious matter and may result in exclusion from the scheme and/or disciplinary action.