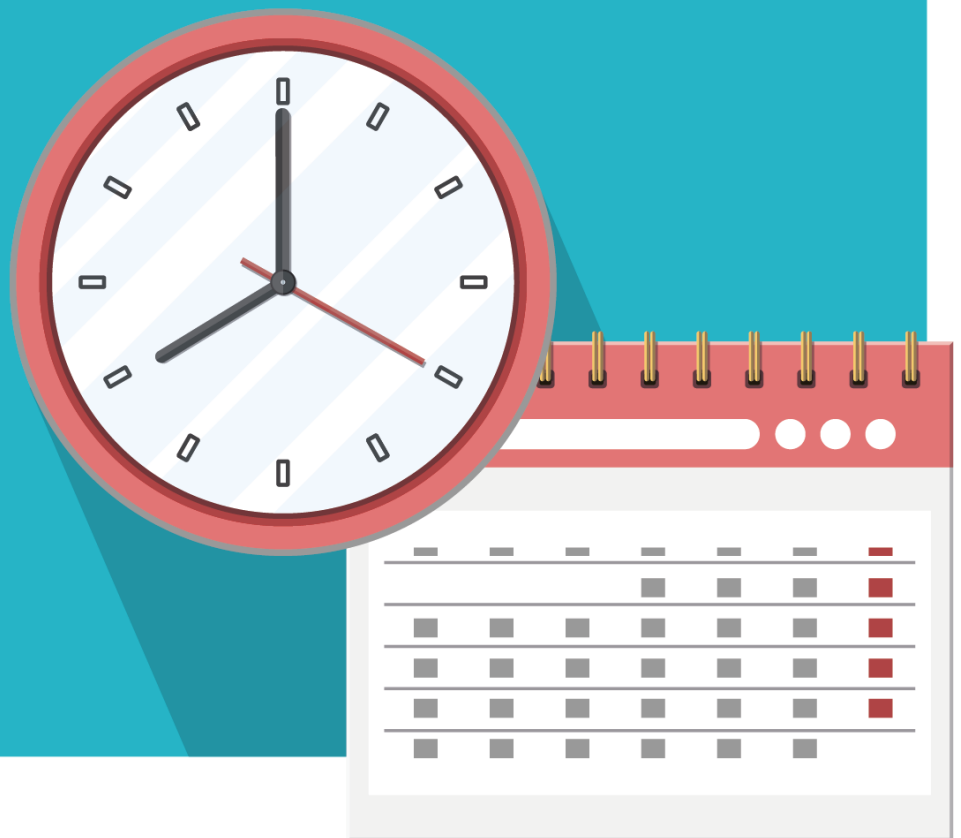
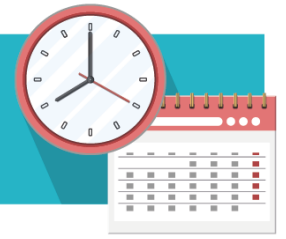

Annualised Hours Policy

South Oxfordshire and Vale of White Horse District Council





Change Record

Change Record	
Policy Title	Annualised Hours Policy
Version Number	6
Owner(s)	Strategic HR Team
Author(s)	Strategic HR Team
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Approved by	Strategic HR Team, UNISON & SMT
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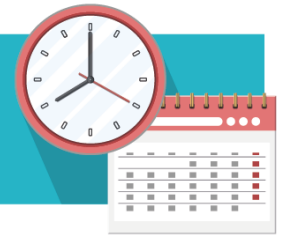
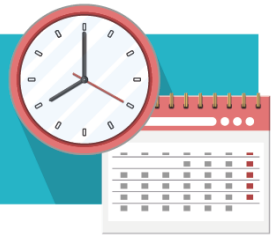


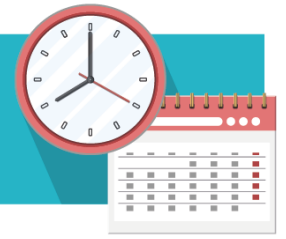
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1 Introduction

1.1 Purpose

This policy explains annualised hours and how these are managed at the councils.

1.2 Scope

This Policy and Procedure applies to most employees, excluding the Chief Executive, Deputy Chief Executives, Heads of Service, Service Managers, Contractors/Agency Workers and a small number of other employees. Your written statement of Terms & Conditions will state whether you have an annualised hours contract.

The councils reserve the right to revise, withdraw or replace policies at any time and to introduce new policies from time to time to reflect the changing needs of the organisations.

This policy document supersedes any previously existing or alternative policies, agreements or arrangements relating to annualised hours at the councils.

1.3 Contractual Status

This policy may form part of your contract of employment. The councils are entitled to introduce minor and non-fundamental changes to this policy by notifying you of these changes in writing. The council will consult all employees on any major changes to the policy.

1.4 Alternative Formats

Please do not hesitate to contact a member of the Strategic HR Team if you would like this policy in an alternative format, via: hradminandpayroll@southandvale.gov.uk

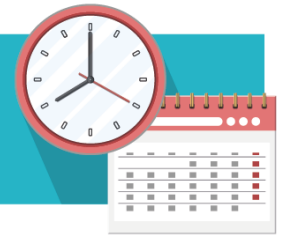
1.5 Relevant legislation

Employment Relations Act 1999

Employment Rights Act 1996

General Data Protection Regulation (2016/679 EU)

Working Time Regulations 1998



2 Policy

2.1 Summary

For employees who have an annualised hours contract, you will have a yearly total of hours you need to work, rather than a weekly figure. This allows you greater flexibility to manage your workload and balance work and home responsibilities.

The annualised hours scheme also has benefits for the councils:

- it helps the recruitment and retention of employees
- it is a self-regulating framework within which casual absenteeism can be reduced
- managers may arrange the working hours in their team to effectively deal with varying workloads

You can request to work at times that are convenient for you, although this needs to fit in with the demands of your job and team. Before agreeing to any request, your manager will need to consider predicted workloads and the demands your request may place on your colleagues.

Examples of how to use the annualised hours scheme are:

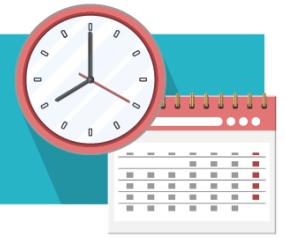
- commencing work early and finishing early
- working longer hours across fewer days (e.g. a full-time employee working 10 days full-time hours in 9 working days)
- term-time working (working solely during school terms)

These types of working patterns can be implemented on a short- or long-term basis, subject to agreement with your manager. The opportunity to work a different regular pattern is available to everyone and is not subject to your having specific personal or family needs. For further details, please review the Flexible Working Policy.

2.2 An Annualised Year

An annualised year is from 1 January to 31 December. If you work full-time, your annualised year will reflect 7 hours and 24 minutes per day, multiplied by the number of weekdays in a year. For example, a year with 261 weekdays will mean an annualised year figure of 1931 hours and 24 minutes. For part-time employees, this figure will be pro rata'd based on the hours you work each week.

You are not required to work a maximum or minimum number of hours per month, except considering your team workload. As such, your hours may fluctuate during the year.



2.3 An Annualised Hours Day

All hours worked count towards your annualised hours total. There are no set core hours under the scheme, but some teams may have core hours to be covered.

You can generally plan your working pattern within the core operating hours of 7.00am to 7.00pm. Working outside of these hours is permissible, however this is subject to agreement with your manager, referring to impact on service delivery and your team.

Regulation 12 of the Working Time Regulations 1998 states that a worker shall be entitled to a rest period of at least 20 minutes after working for six hours. The councils will not require you to work longer than six hours without a break.

If you are working away from the council offices, you should note the time you leave and return home. If the journey is longer than your usual commute, you should record the time you leave and return home minus your usual commute to work. For example, if you leave home at 8.00am and your usual commute is 40 minutes, your start time will be 8.40am even if you begin work later than this. If the journey is shorter than your usual commute, you should record the actual time you start and finish work. For example, if you leave home at 8.00am and your usual commute is 40 minutes, but you start working at 8.20am, you may record 8.20am on your annualised hours timesheet.

2.4 Early Office Closure

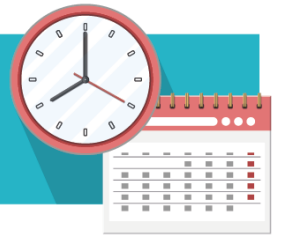
If the offices close early on the last working day before Christmas or for any other reason (e.g. bad weather), you can claim for the hours you would normally work.

2.5 Carrying Forward Annualised Hours

Full-time employees can carry forward up to 37 hours (one week) into the next annualised hours year. This figure is pro rata'd for part-time employees based on your weekly working hours. Any hours in credit above this will be lost – the council do not pay for these. Equally, if you are in debit at the end of the year, you will not have pay deducted, but you are expected to review hours worked on a monthly basis with your manager to ensure you are not in excessive credit or debit.

2.6 Unplanned Absence During Pre-Booked Time Off Using Annualised Hours

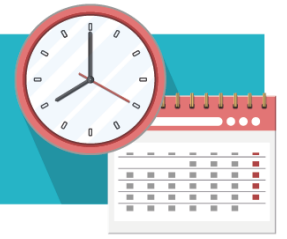
If you are unexpectedly absent during time you have taken off work using annualised hours, you may record this as absence and retain your annualised hours. Please refer to the relevant policy, i.e. sickness absence, for further information.



2.7 Managers' Responsibilities

Managers are responsible for:

- ensuring hours worked across the team enables their teams to provide an effective service to customers
- ensuring that work commitments are shared equally between their team so that no-one is significantly disadvantaged from any temporary or permanent changes to working patterns
- reviewing their team's on-going credit/deficit hours and assisting them in managing their workload
- ensuring their team do not have a credit/deficit of more than 37 hours (pro rata'd for part time employees) by 31 December
- ensuring that if a team member leaves the council, their annualised hours total is as close to zero as practically possible



3 Procedure

3.1 New Starters

New starters' annualised hours total will be pro rata'd from their start date until 31 December. Further information on starting a new annualised hours timesheet and how to book your annualised hours can be found in Section 4.1.

3.2 Leavers

If you leave the council, you should ensure you have worked the correct number of hours pro rata'd up to your leaving date. Hours in credit will not be paid at the point of leaving. In this instance, you should agree with your manager how to manage these during your notice period, allowing for current workload to be met. The councils reserve the right to deduct payment for excessive negative hours at the time you leave the council.

If you resign or accept voluntary redundancy, you will need to manage excess annualised hours during your notice period.

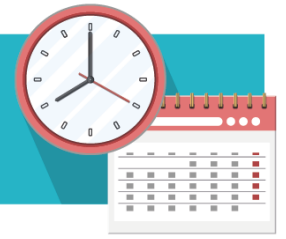
If you are made redundant and have excess annualised hours, then you should agree with your manager how to handle this prior to leaving the council.

3.3 Changes During the Year

If you change your hours during the year, or change to a shared role, you will need to start a new annualised hours timesheet. This includes summer/winter hours for Grounds Maintenance staff. Further information on starting a new annualised hours timesheet can be found in Section 4.1

3.4 Managers – End of the Month

At regular intervals, your manager should review your timesheet. Each service team should keep a full set of records so they can be checked and summarised to provide management information, if required. Speak to your manager to determine their preferred process for reviewing and storing your monthly timesheet.



4 Appendix

4.1 Starting a New Annualised Hours Timesheet

Hours worked should be recorded on your annualised hours timesheet, a blank version of which can be found [here](#) on Jarvis.

When starting a new annualised hours timesheet, you need to complete the following under the **Notes** tab:

- Enter your name in cell B3.
- Choose the council you are employed by in cell B5. If you work for both councils, enter the budgeted split into cell B7, if anything other than 50%. Cell B9 will then auto populate.
- If starting a new timesheet after 1st January, enter the start date in cell B11.

You then need to complete the following under the **January** tab:

- Enter any brought forward balance from the previous year into cells J4 and K4. If a credit figure, enter a '+' in cell J4, if a negative figure enter a '-'. Then enter the hours and minutes in cell K4.

If you are starting a new timesheet due to a change in hours, any balance of hours to bring forward should be entered as an adjustment in columns J and K on the date immediately before the start date of your new timesheet.

If you work part-time, are in the CCTV team, or have a two-week shift pattern, you will need to complete the following in the **MonthlyHours** tab:

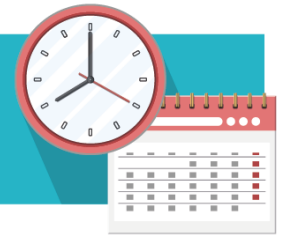
- Part-time; enter your usual working hours in cells C26 to C32
- CCTV; enter 'Y' in cell C22
- Two-week shift pattern; enter 'Y' in cell C23, then enter your usual working hours for weeks A and B in cells C26 to C39.

4.2 Recording Annualised Hours

For each working day, enter your start and finish times in columns C and D (morning) and F and G (afternoon). Enter in the format hh:mm. The spreadsheet will then auto populate the time you have worked that day. Cells will be highlighted in red if you record more than six working hours without a break, or lunch break of less than 30 minutes. See section 2.3 for information on the Working Time Regulations 1998.

It is up to you to note the time you start and finish work and how long you take for lunch. Regular cigarette breaks or lengthy breaks should be deducted from your workday by adding this time to your lunch break. Recording your hours works on a trust basis. If an employee is found to have incorrectly recorded hours, they may be subject to the disciplinary procedure.

If you work full-time, your average annualised hours day will be 7 hours 24 minutes, with a half-day being 3 hours 42 minutes. If you work part-time, this figure will be pro rata'd.



4.3 Recording Time Off

If you take time off for annual leave, volunteering or are off sick, you should record this in columns J and K of the relevant day, by entering +7:24 for a whole day or +3:42 for a half day. If you are part-time, enter the hours you would normally work for a full or half day. Then select the relevant reason for the absence in column W. You should still record this time off in MyView as relevant.

If you take time off using annualised hours, you should not enter an adjustment in columns J and K, but do select an appropriate entry in column W. Annualised hours leave should also be recorded in MyView, further detail of which can be found in the MyView Guide for Staff on Jarvis.

4.4 Employees in Shared Roles

If you work for both councils, use columns M and N to record time spent on tasks that are specific to one council only. The rest of your hours will be equally allocated between the two councils according to the proportion you entered on the **Notes** tab. If you are not in a shared role you do not need to enter anything in columns M and N.

4.5 Occasional Work for the Other Council

If you are not in a shared role, but do occasionally work for the other council, you should record these hours in column M or N as required. Your manager should be aware of the hours worked for the other council so they can recharge as necessary.

4.6 Variance to Date

Both column Q and a summary at the bottom of each monthly tab provides guidance on the hours you have worked so far and the hours you would have worked should they have been spread evenly over every working day.

This will be shown as a positive or negative figure to show if you are currently in credit or debit. You can only carry forward a maximum of one working week at the end of the annualised hours year. As such, you should endeavour to book time off, with manager approval, to ensure you are not in a surplus. Additionally, you can only be in a deficit of one working week at the end of the year, and so if you are in debit, you should work with your manager to get back on track.