



# Working Hours Policy

This policy sets out the company's expectations on how your contracted working hours (as identified in your contract of employment) can be managed to offer you flexibility in your working arrangements. It also sets out how you can be recompensed for time additional to your contracted hours that you may spend working.

## Contracted hours

### Flexitime - Flexing your working time around core hours

#### The principle

We recognise the value and convenience of being able to flex and vary the working day on occasion. For this reason, we operate a flexitime arrangement for everyone.

Flexitime is designed to allow individuals to flex their time based on different demands in their working week. This could include working late one evening to finish a bid, attending an event or travelling long distance for a meeting. You could then reduce your hours during the next few days to reduce the overall impact on your total weekly hours.

Equally, if on occasion you need to do something unrelated to work during your normal working day that requires you to vary your usual daily hours, and for which you have gained Director or Regional Director approval, the flexitime arrangement allows you to make up the time during the rest of your week.

We have lots of examples of how this can work. They can be found in Agile and Flexible Working Guidance which provides additional practical guidance to this policy.

#### The Flexitime rules

You are able to vary your start and finish times either side of core hours of 10:00 to 15:00 (which includes a one-hour unpaid lunch break).

As long as you complete your contracted weekly working hours - 37.5 hours per week for full time employees - in any one week, you can vary your working days between 6 and 9 hours a day during that week, as long as you are working during core hours.

For employees on part time or zero-hour contracts this may differ, based on your individual agreement.

You may be required to attend meetings, training, and events outside of your normal hours of work and core hours.

There may be occasions when we might not be able to offer flexitime: for example, should circumstances change or if there are issues related to performance concerns or project resourcing requirements. In these instances, your hours of work will be between 09:00 and 17:30 Monday to Friday, which includes a one-hour unpaid lunch break.

#### Additional hours

We believe that working excessive additional hours should be an exception

rather than a routine occurrence.

Wherever possible, we endeavour to match team resource to workload to minimise the risk of this happening and to maintain a healthy work-life balance. Those who habitually work longer hours are encouraged to progressively reduce them to normal levels for their own personal wellbeing. We will work with you to achieve this.

However, the nature of our business, the service we provide and the projects we work on mean that it is sometimes necessary to work additional hours. Our policy is to provide flexibility where we can, to enable you to claim back extra time spent working.

#### Flexi-days

##### The Principle

Flexi-days are a way of recompensing you for additional time worked.

If you accrue at least one working day of additional hours (for full time members that will equal 7.5 hours; for part time workers this will vary) over a calendar month period, you qualify for a flexi-day of leave during the following calendar month.

##### The Flexi-day rules

You can qualify for flexi-day if you are a full time or part time employee of Stride Treglown. If you are employed on a zero-hour contract you will be exempt from the standard flexi-day arrangement on the basis that you have already negotiated different terms and conditions to your working pattern.

Pierre Wassenaar (Chair)  
3rd January 2023

Darren Wilkins (Managing Director)  
3rd January 2023



The number of additional hours needed for you to qualify for a flexi-day will be based on the hours worked each day/week as identified in your contract of employment. For full time employees this equals 7.5 additional hours worked in a calendar month.

If the length of your contracted working days varies through the week, then you need to work an additional number of hours in a calendar month period equal to the flexi-day you plan to take off in the following month.

All flexi-days must be agreed with your your Director or Regional Director. Please remember that, when agreeing a flexi-day, your Director or Regional Director will need to take account of the impact on the team. If a number of people in the same team have applied to take a flexi-day or holiday on a particular day, it may not be possible for everyone's wishes to be accommodated.

The administration of the system relies on the prompt submission of your timesheets. If your timesheets are not submitted weekly and are not up to date at the end of the calendar month, then our system may not allow you to book a flexi-day.

The flexi-day must be taken within the following calendar month, and at a time agreed with your Director or Regional Director.

It is not permissible to book flexi-days more than one month in advance.

It is not normally permissible to accrue several flexi-days to take in one go or carry flexi-days over to a future month.

If, however, for reasons of workload or project commitments, an approved flexi-day cannot be taken on the booked day within the month, it is possible by exception to rearrange and agree

another date on a case by case basis with your Director or Regional Director or your HR representative.

## Some Examples

If you are contracted to work 7.5 hours per day, then you would need to work an additional 7.5 hours in a calendar month period to gain a flexi-day.

If you are contracted to work 3 hours per day, then you would need to work an additional 3 hours in a calendar month period to gain a flexi-day.

If you are contracted to work, say, 13.5 hours per week, split into 3 hours a day on two days and 1 day of 7.5 hours, then to take a flexi-day on one of your three hour days you would need to work an additional 3 hours in the preceding month; if you want to take a flexi-day on the day you would have worked 7.5 hours, then you would have to accrue 7.5 additional hours in the preceding month.

## Time off in lieu (TOIL)

### The principles

From time-to-time exceptional circumstances arise when it is necessary for work to be done on non-working days – at weekends, or, for those who work reduced hours, on days they are not contracted to work. It can also be necessary on occasion to work additional hours for intensive discrete periods; to meet a bid deadline, work stage or competition entry, for example. These are usually, but cannot always be, planned events.

In these exceptional circumstances it is possible for time off in lieu (TOIL) to be offered as recompense.

TOIL is distinct from, and may be granted in addition to, flexi-days.

TOIL is not intended to be used as a method to obtain extra days' leave by habitually working additional hours on general duties. We will work with you to find ways of reducing your additional hours if you find yourself in this position. Neither should TOIL result in changes to normal working arrangements, for example regularly taking Friday afternoon as TOIL leave.

## The TOIL Rules

### Working on non-working days

TOIL will be granted for pre-agreed work on a non-working day (the weekend, or a non-working day if you work reduced hours), on the basis of one hour for every hour worked.

The arrangement must be pre-agreed with your Director or Regional Director, including the date(s) that the TOIL may be taken.

You cannot accrue more than two days of TOIL leave in each 4-week period, except in exceptional circumstances, and with prior consent of your Director or Regional Director.

You must take the TOIL within 3 months of the event.

### Additional hours for specific tasks/periods

There is a wide range of exceptional circumstances that qualify for TOIL when accrued as additional hours on days you would normally be working. They will vary in duration from a few hours on a single day to a greater number of hours spread over a number of weeks. It is therefore not practical to be definitive on the ratios additional hours to TOIL granted. Each circumstance is considered on a case-by-case basis.



Additional hours accrued doing a specific task on a day you would normally be working may attract a lower ratio of TOIL than when you are asked to work on a non-working day. Depending on the task and its duration, a ratio of 1 hour TOIL for every 2 to 3 hours of additional hours may typically be agreed. This will be established with your Director or a Regional Director.

Wherever possible, the amount of TOIL for completion of a specific task, and when it will be taken, is to be agreed in advance with your Director or Regional Director.

TOIL must be taken within 3 months of completion of the task. You cannot continue to accrue TOIL over a longer period than this, unless by exceptional agreement with your Director or Regional Director.

## Accruing & Recording

- For us to act effectively and efficiently we need the prompt submission of your timesheets. If your timesheets are not submitted promptly your Director or Regional Director will not be able to approve your TOIL leave.
- When booking TOIL in Rapport, please indicate the reason for the TOIL leave, the project the hours originated from, and the Director or Regional Director who agreed the TOIL.
- Any additional time worked that attracts TOIL is to be recorded as extra hours in Rapport 3. This differentiates it from extra core time accrued in order to take a flexiday.

- Please indicate in the description box who approved your TOIL accrual.