
People Management Toolkit

Flexitime Policy

Agreed in conjunction with PCS Trade Union

Sport for life

sportscotland
the national agency for sport

Our values are: honesty, respect, integrity, openness, inclusion, ambition

1.0 Introduction

sportscotland recognises the commitment and hard work of all staff and understands that individuals may, at some time in their working lives, find it difficult to maintain a balance between their professional and personal commitments. One way for us to do this is to offer flexitime.

Flexitime is when employees work their total number of contractual hours over a fixed period but are permitted to do so flexibility i.e. choose when they begin and end a day in line with both personal and organisational expectations and requirements.

2.0 Scope of Policy

Who is eligible for flexitime?

sportscotland will consider requests for flexitime working from **all** employees. All requests for flexitime will be considered on a case by case basis and will depend on operational requirements.

3.0 How it works

Each employee who is covered by a flexitime arrangement can vary their start and finish time daily. Employees can work extra hours and use these later to take time off work.

Employees can, if they wish, accrue a surplus of hours to take later, up to a maximum of 15 hours within the monthly flexitime period (the flexi period is aligned to calendar months). If more than 15 hours is accrued, anything above 15 hours will not be carried over to the following month.

Employees can build up a maximum "deficit" of 15 hours' time off, but the 15-hour limit cannot be exceeded. When an employee leaves the organisation, it is expected that they will make every effort to leave on a zero-flexi balance. Any employee who has a negative flexi balance will have the monies deducted from their final pay.

Recording flexitime hours worked

Flexitime should be recorded through iTrent, and guidance can be found here; [Recording & Booking Flexitime](#). The **sportscotland** flexible working scheme operates

within the hours of 0730 to 2200, Monday to Friday, however, your line manager may authorise for you to record flexitime out with these hours if you if you request to do so.

Employees working flexitime are required to record their start and finish times, lunch breaks and the system will calculate the total hours worked on that day.

If you work a standard 7.4-hour day, for example, 9 – 5 pm with a 36-minute lunch, you do not need to record this through the flexi system on iTrent. Similarly, if you are absent through sickness or on annual leave this would not be recorded through the flexi system as these days are regarded as neutral, in terms of flexi time recording.

Should you wish to book a full day or half day flexi in advance, this it can be requested through the flexi time system on iTrent.

sportscotland's policy is that if an employee is working from a location that it is not their normal place of work, then their working time starts from the time they leave the house minus their normal travel time

i.e. if your normal place of work is SIS and it normally takes you 15 minutes to get to work and you need to work in Templeton; if you left at 08:00 you would record your start time as 08:15.

Should you wish to use flexitime, please agree suitable ways of working this with your line manager in the first instance

4.0 Responsibilities – Working Time Regulations

It is the responsibility of both management and employees to ensure [Working Time Regulations](#) are not breached.

All employees must ensure they take, and record, at least a 36-minute break for each eight-hour shift (this exceeds minimum working time requirements).

Version Control History

Group update with HR and PCS Union.

To be reviewed within 3 years of the date below.

Name	Position	Signature	Date
Callum MacInnes	HR Manager	<small>DocuSigned by:</small> <i>Callum MacInnes</i>	15-Jan-20 06:47:1
Nichola Raccio	HR Officer	<small>A63B04DB491E4EE... DocuSigned by:</small> <i>Nichola Raccio</i>	15-Jan-20 14:59:0
Andrew Kelly	Trade Union Representative	<small>561C8138B714AB... DocuSigned by:</small> <i>Andrew Kelly</i>	17-Jan-20 09:41:03
Scott Baxter	Trade Union Representative	<small>37A0898E1F49E... DocuSigned by:</small> <i>Scott Baxter</i>	17-Jan-20 11:21:05

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