

Public Services Commission

FLEXIBLE WORKING HOURS (FWH) MODEL SCHEME

1. **Flexible Working Policy - Introduction**

The Public Services Commission operates a flexible working policy as provided for by Section A13 of the PSC Civil Service Regulations.

2. **STANDARD DAY**

The standard day for staff whose conditioned hours are 37 per week, is 7 hours 24 minutes, reduced pro-rata for part time staff.

All members of staff are required to take a break of at least 30 minutes during any working day in which their attendance exceeds 6 hours.

Electronic time keeping systems will automatically deduct a minimum 30 minute lunch period

3. **ACCOUNTING PERIOD**

At the end of every 4 week period, known as the *accounting period*, civil servants must calculate the actual number of hours they have worked and submit their *flexi-time sheet to their manager for checking*.

4. **EXCESS OR DEFICIT OF HOURS - CARRYOVER**

If a civil servant has worked in excess of their *conditioned hours*, (148 hours per four week accounting period for civil servants working 37 hours per week) he or she may *carryover* this excess into the next accounting period, up to a maximum of three days (22 hours and 12 minutes).

If the civil servant has a deficit of hours, this is limited to a maximum carryover of one and a half days (11 hours and 6 minutes).

5. **EXCEEDING THE CARRYOVER**

A civil servant will not normally be allowed to exceed the carryover from one accounting period to the next. However, where work patterns or exceptional circumstances require it, and with the approval of the Head of Division, hours worked in excess of the maximum carryover of 22 hours and 12 minutes can be carried forward to the next accounting period.

6. **FLEXILEAVE**

Time off, in whole or half days, under the FWH Scheme is known as flexi-leave. Flexi-leave may be either in lieu of excess hours already worked or, in anticipation of excess hours yet to be worked. Unless agreed otherwise by the Head of Division, no more than three days flexi-leave can be taken in any

accounting period and no more than twenty days flexi-leave may be permitted in any leave year (1st April - 31st March).

Applications for flexi-leave, which should be submitted in advance, must be authorised by a manager, who will ensure that preference is given to civil servants wishing to claim their annual leave entitlement and that the efficiency of the service being provided to the public will not be adversely affected if authorisation is given.

Regular patterns of early starts or late finishes should also be agreed with the line manager.

No civil servant is permitted to work regularly, or at regular intervals, a week of less than five working days, unless they are contracted to work part time hours, which may be worked over fewer than five working days, or working compressed hours e.g. working 37 hours over four days.

It is important to inform your manager and colleagues, whenever possible, of your intentions for each working day, so that Departments, Boards and Offices can ensure each work section is adequately covered.

7. **CREDIT AND DEBITS**

At times, a civil servant's flexi-time record will need to be adjusted by a credit or a debit.

For example, this will occur when a civil servant is on annual or sick leave.

Credits and debits must be authorised by management before they can be taken into account during reconciliation to determine the amount of carryover at the end of an accounting period.

8. **SUPERVISION**

In normal circumstances, staff below the grade of Executive Officer will not be permitted to work in the office during the flexible bands unless there is an officer in a higher grade present in a supervisory capacity.

9. **FLEXIBLE HOURS AND OVERTIME**

There is a clear distinction between extra hours worked by staff on FWH as a matter of personal choice as part of the normal FWH arrangements and hours worked in excess of conditioned hours at the request of management in accordance with **Section C** of the Manx Civil Service Regulations. Civil servants who are required to work overtime must maintain a record of the hours worked on the prescribed form. At the end of each week an overtime claims form must be completed and handed to the line manager together with the FWH record for that week.

10. **MOVING DEPARTMENTS/LEAVING THE CIVIL SERVICE**

Any civil servant who transfers from one department to another will be expected to work off any deficit or reduce any excess before leaving. A civil

servant who resigns or retires from the Service will be required to make up any deficit before leaving or have his salary adjusted accordingly.

11. **ABUSE OF THE FWH SCHEME**

Wilful abuse of the system will be regarded as a serious disciplinary offence which may lead to the offender's participation in the scheme being suspended temporarily or indefinitely for persistent or serious abuse. In serious cases offences will be dealt with in accordance with [Section B](#) of the Civil Service Regulations.

The offences identified in [Section B](#) as gross misconduct include "fraudulent clocking" and this may result in summary dismissal.

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