



Working Time Policy and Procedure

1) Policy

This policy and procedure details the arrangements for working time as set out in all employees' contract of employment. Working hours are governed by the Working Time Regulations (WTR) (1999) which lay down minimum conditions relating to weekly working time, rest entitlements and annual leave. The policy aims to ensure that working time within Dudley Mind is arranged fairly and adheres to current legislation.

Definition of working time

'Working time' means any period during which the individual is working, is at the employer's disposal and is carrying out their activities or duties.

Working time includes:

- any period during which the employee is receiving training in connection with the job
- travel time during the working day (eg the journey between two clients)
- time spent waiting at the place of work for work to be allocated
- time spent working away from home
- time on call at the workplace.

Working time does not include:

- the journey to or from the workplace and home
- time resting at the end of the working day, even if the worker is required to stay away from home overnight
- time spent on call when away from the workplace and not carrying out duties

The WTR currently provides employees with the following basic rights and protections:

- a limit of an average of 48 hours a week over a 17 week period which a worker can be required to work
- a limit of an average of eight hours work in 24 hours which night workers can work
- a right to 11 hours rest a day and a right to a day off each week
- a right to a day off each week

- a right to an in work rest break if the working day is longer than six hours
- a right to 28 days paid leave per year (including bank holidays) (pro-rata for part-timers).

2) Scope

This policy and procedure apply to all Dudley Mind employees and workers.

3) Procedure

Break times

3.1.1 Employees working over 6 hours in one shift are entitled to a 30 minute unpaid break.

3.1.2 Each staff member should take their break entitlement. Breaks cannot be forfeited, for example to come in later/leave earlier.

3.1.3 Breaks should be taken at a time agreed between the employee and line manager but should be part way through the shift, not right at the beginning or at the end.

Annual Leave

3.2.1 The Holiday Year is defined as the twelve-month period, from 1 April to 31 March.

3.2.2 Holiday requests must be clearly written on the holiday form and given to your line manager to authorise. Line managers must then pass the holiday form to the HR Officer to log the holiday in the attendance controller. The HR Officer will then return the form to the employee.

3.2.3 Holiday will be authorised on a first come first served basis. Staff are encouraged to book the entire years holiday entitlement as early as possible to give as much notice for cover arrangements to be made. Requests to change holiday dates will be considered as for usual requests.

3.2.4 Only 2 people per department will be allowed holiday at any one time so early booking is advised to avoid disappointment. Staff may consult the holiday and training tracker on the company intranet to check availability.

3.2.5 Requests for holiday must be made 30 days in advance of the proposed date. Requests for holiday in excess of 2 weeks should give 2 months notice. Requests with less notice may be possible but are at manager's discretion and will depend on needs of the organisation.

3.2.6 Staff are encouraged to book their holiday during supervision to allow managers to document the request.

3.2.7 Leave must be taken at a time mutually agreed between you and your manager, you are advised not to make airline reservations or deposits on holiday plans until your request has been approved by your line manager.

3.2.8 Dudley Mind operates a 'use it or lose it' policy around holiday. This means there will be no carry forward of holiday from one year to the next, unless in exceptional circumstances and authorised by the Chief Executive.

3.2.9 If an employee becomes sick before commencing a period of booked annual leave, the leave may be cancelled or reduced in duration, subject to medical certification. Sickness which arises during annual leave entitlement or on public holidays will not be credited back. For holiday during long term sickness (over 4 weeks) please refer to the sickness absence policy and procedure.

3.2.10 Staff are also entitled to paid holiday on public holidays as they occur, part-time staff bank holiday entitlement will be calculated on a pro-rata basis. Public holidays MUST be recorded on the holiday form.

Bank Holiday Working

3.3.1 Dudley Mind does not normally operate services on bank holidays. However should there be a situation where staff are required to work on a bank holiday a payment of 2 X normal rate of pay per hour worked will be paid. In addition, time off in lieu equal to the time worked on the bank holiday will be accrued.

Extra Hours and Time off in Lieu

3.4.1 There may be times where due to business needs staff are asked to work additional hours to their contracted hours. For further details please refer to Dudley Mind Extra Hours Policy and Procedure.

4) Related Policies, Procedures and Legislation

Extra Hours Policy and Procedure
Sickness absence Policy and Procedure
Special Leave Policy and Procedure
Working Time Regulations (1999)
Work and Families Act 2006

5) Changes

Dudley Mind reserves the right to change the provisions of the Working Time Policy and Procedure by way of addition, deletion, amendment or substitution of new procedures from time to time at its discretion. Employees will be consulted and notified of any changes by appropriate means.