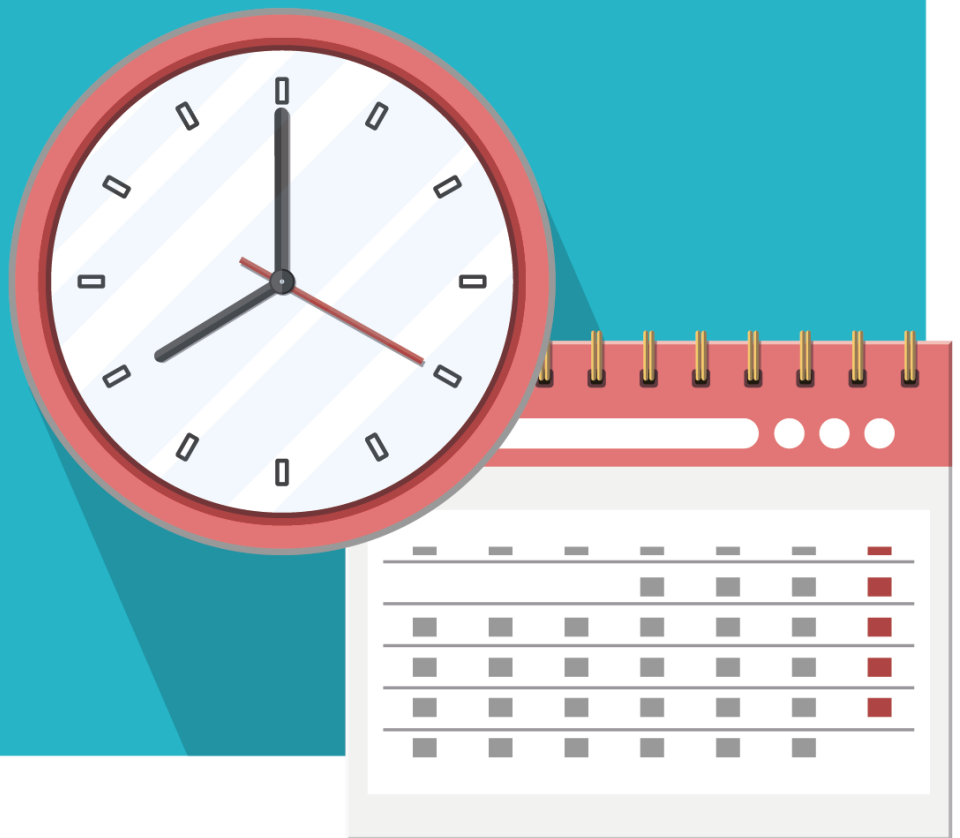
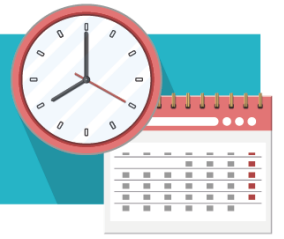

Annualised Hours Policy

South Oxfordshire and Vale of White Horse District Councils



Annualised Hours Policy



Change Record

Change Record	
Policy Title	Annualised Hours Policy
Version Number	7
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Author(s)	People and Culture Team
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Approved by	People and Culture Team, UNISON & SMT
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Effective date	1 April 2025
Renewal date	1 April 2027

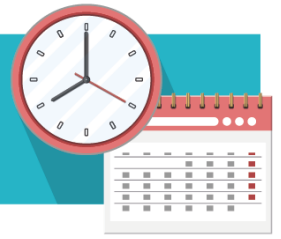
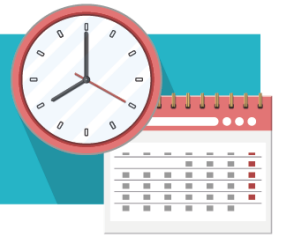


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1 Vision and Values

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.

Our Values



Working Together

We are a committed professional team, who embrace change and help one another improve



People and Planet

We care about each other and the environment we share



Respect

We act with integrity, and champion diversity and inclusivity



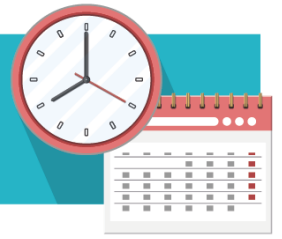
Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



Approachability

We are open, honest and accessible



2 Introduction

2.1 Purpose

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

2.2 Scope

This Policy and Procedure applies to all 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.

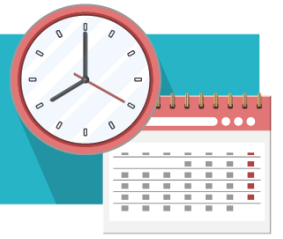
2.3 Contractual Status

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.

2.4 Alternative Formats

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

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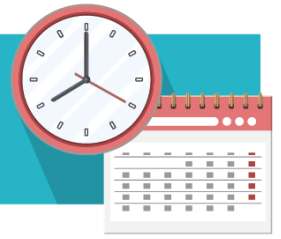
2.5 Relevant legislation

Employment Relations Act 1999

Employment Rights Act 1996

General Data Protection Regulation (2016/679 EU)

Working Time Regulations 1998



3 Policy

3.1 Summary

Employees who have annualised hours included in their contract of employment, will have a yearly total of hours to work, rather than a weekly figure. This allows greater flexibility to manage workload and balance work and home responsibilities.

The annualised hours scheme also has benefits for the councils:

- it helps with recruitment and retention of employees.
- it helps to reduce casual absenteeism.
- managers may arrange the working hours in their team to effectively deal with varying workloads and priorities.

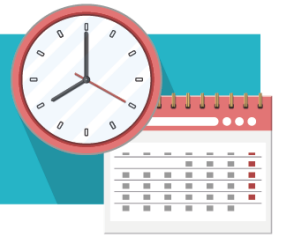
Employees can request to work at times that are convenient for the individual whilst ensuring the need to fit in with the demands of their job and team. Before agreeing to any request, managers will need to consider predicted workloads and the demands of the request on colleagues. Annualised hours are a benefit, and the flexibility must be agreed in consultation between manager and employee with the customer experience being paramount.

With agreement from the line manager, examples of how to use the annualised hours scheme are:

- Commencing work early and finishing early
- Attending appointments or events during the working day
- Short-term amendments to working hours to support work life balance and family commitments.
- Short-term amendments to working hours due to help manage workload e.g. project deadlines.

Working patterns can be implemented on a short-term basis and should not exceed 4 weeks, subject to agreement with your manager. The opportunity to amend your working pattern on a long-term basis (over 4 weeks) is available to everyone. For further details, please review the Flexible Working Policy. Annualised hours should not be used to store up additional leave

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to take extended periods of annual leave for example over the school holidays- employees need to be mindful of colleagues and ensure everyone who is included in the annualised hours scheme has equal opportunity to use their hours.

3.2 An Annualised Year

An annualised year is from 1 January to 31 December (regardless of when you commenced employment and is therefore different to your annual leave year). For full time employees, 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 worked each week.

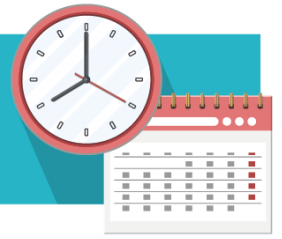
Employees are not required to work a maximum or minimum number of hours per month.

As such, working hours may fluctuate during the year. As a general principle and guide, the total annualised hours balance should not exceed or be in deficit of your weekly contracted hours to ensure that excessive working hours and personal wellbeing is managed. Regular discussion of annualised hours should take place in 121s between the manager and employee.

In the event of organisational need, or where there are specific projects where the potential for longer working hours has been identified, managers will consider if 1) additional resource is required, 2) identify staff to support by exception and agree how short-term arrangements will be managed. Consistently excessive or deficit hours are an indication of a wider problem, and both the employee and manager have a duty to raise these issues at the earliest opportunity and seek to bring annualised hours back within reasonable limits.

Consideration of workload and priorities should be discussed with managers during regular one to one meetings.

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3.3 An Annualised Hours Day

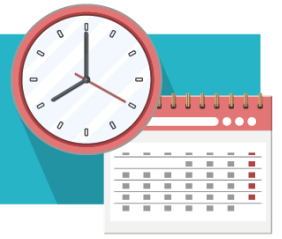
You can generally plan your working pattern within the core operating hours of 7.00am to 7.00pm and in agreement with your line manager in accordance with point 3.1 of this policy. Working outside of these hours is permissible, however this is subject to agreement with your manager, referring to impact 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. At South and Vale, we expect staff to take a minimum of 30 minutes break where they are working in excess of six hours. The councils will not require you to work longer than six hours without a break, and it is your responsibility to ensure that you build a break into your working day to support in maintaining your wellbeing. Annualised hours will be reviewed and signed off monthly with your manager to ensure your workload is manageable and the working time regulations are adhered to.

If you are working away from your contracted place of work, you should note the time you leave and return home. If the journey is longer than your usual commute (due to unforeseen circumstances such as traffic/accident/roadworks), 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.

3.4 Early Office Closure

If a decision made to finish the working day early e.g. the last working day before Christmas or for any other reason such as bad weather, you can record for the hours you would normally work.



3.5 Carrying Forward Annualised Hours

Employees can carry forward up to the equivalent of their weekly contractual hours into the next annualised hours year (e.g. if you normally work 37 hours this is the maximum you can carry forward, if you normally work 22.5 hours this is the maximum you can carry forward)

In the event that an employee's, annualised hours are in credit or deficit exceeding their weekly contracted hours at the end of the year then the line manager should discuss and agree how this will be managed with their HRBP and the employee.

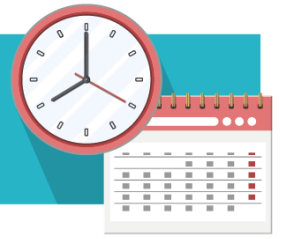
Where annualised hours exceed the maximum credit at the end of the calendar year, these will not be carried forward unless under extenuating circumstances. This would need to be agreed and approved by the Head of Service in conjunction with the People and Culture Manager.

Where annualised hours exceed the maximum deficit at the end of the calendar year, employees would be expected to reduce the deficit within the first 3 months of the new year. This would need to be agreed and approved by the Head of Service in conjunction with the People and Culture Manager. Where there is a repeated/consistent deficit in hours the manager and employee need to discuss whether the contractual hours need to be reduced to reflect the number of hours that the individual can consistently achieve.

In extenuating circumstances, if an employee is unable to reduce their deficit within the first three months of the new year, the councils will review the situation on a case-by-case basis and at their discretion may extend this period.

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

If you are unexpectedly taken ill whilst using annualised hours, you may record this as absence and retain your annualised hours if your illness is supported by a doctor's certificate (fit note). Please refer to the relevant policy, i.e., sickness absence, for further information.



3.7 Managers' Responsibilities

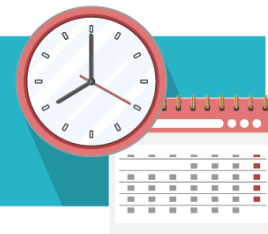
Managers are responsible for:

- ensuring hours worked across the team enables their teams to provide an effective service to customers (internal or external)
- 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 during monthly one to one meetings and assisting them in managing their workload
- ensuring their team do not have a credit/deficit of more than the equivalent of one week's contractual hours, unless there is agreement to do so.
- ensuring that if a team member leaves the council, their annualised hours total is as close to zero as practically possible.
- reviewing priorities and resources within the team so that excessive annualised hours do not become the norm and staff welfare is not negatively affected.

3.8 Employee responsibilities

Employees are responsible for:

- Ensuring they record hours every day/regularly, so records are accurate.
- Store their annualised hours sheet in a place where their manager can easily access it.
- Discussing with their manager how they wish to use their annualised hours and consider the impact on other team members and service delivery.
- Flag up workload issues and concerns where these are leading to excessive build up of annualised hours.
- Openly discussing their annualised hours as part of 121 discussions



4 Procedure

4.1 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 4.5](#).

4.2 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.

4.3 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 4.5](#).

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4.4 Managers – End of the Month

Line managers should review your timesheet on a monthly basis. Each service team should keep a full set of records so they can be checked and summarised to provide management information, if required.

4.5 Starting a New Annualised Hours Timesheet

Hours worked should be recorded on individual annualised hours timesheets, a blank version of which can be found on Jarvis.

When starting a new annualised hours timesheet, employees need to complete a number of sections on the notes tab. Guidance can be found within the timesheet.

4.6 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.

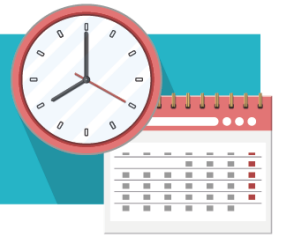
It is up to you to note the time you start and finish work and how long you take for lunch. Regular cigarette breaks or lengthy breaks should be deducted from your workday by adding this time to your lunch break. Recording your hours works on a trust basis. If an employee is found to have incorrectly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

4.7 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

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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 be authorised by your manager and also be recorded in MyView, further detail of which can be found in the MyView Guide for Staff on Jarvis.