

FLEXITIME POLICY

Rev	Date	Review Date		
	No			
Policy	officer	Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
		D rec or of		

1. Overall aims:

Fex , e s descre on rya enef , c , y e used o en e e n ers y o pro de lex e f y frend y response o, e needs of nd dusa, s nd of fex y, s een s o n o e dao nancre sa n , or e no e of po c es , c , y e dep oyed o, s end

2. Principles of the Scheme:

- 22 , e sc e e l'e ppe ed equ i p not fre o peropropres fre poyed y, e n ers y
- 2 , e sc e e s enef no en re en re e or ng en re e or ng en re e oper en mayer en ere e oper en mayer of en re en
- 2 , ere esce es noper— notus record ng on or ng sys ess ou d'en p— essys es s noper— on y of essys es s no ensure essys es s nop— essys es s noper— essys essys
- 2 G nges o or ng perns o led an age of fex a e oper on a us te greed by a e a ed led ne a led no led no coen a e equire en for co er led a or ng perns of o er a ea ters of a e eled
- 2 Any fex e en us te reques ed ty, e nd du parto ed ty, e ne an age n adance of teng en and a yet e refused f, e oper en en an age n genc es of, e departe en d c es s
- 2 Fex re or ng s no n ended o rep regurate regurate er re tu reducing sporde o er re

3 Working Hours:

, e core , e l'_nds , en _9 _ff a us l'e presen _re³ ___ noon 2 p, p,

Annu— put c or n ers y, o dysands c ness s ou d te recorded ty en er ng, e o — put ter of, ours teen from or e g 2, ours for the dysa

7 Leave:

Fex e—@c_n@nyte —@n nfu or, _f@l_y@Fex e—@c_n@nytetoo ed for, e curren ee _ccoun ng per od A _ __@u, of fex e—@d_y@er ee _ccoun ng per od _ ybe _@n

8 Cessation of employment:

9 Discipline:

At use of , e f ex , e sys e, , , , i e reg_rded _s_ser ous , sconduc _nde nd du_s_a f found _t_s ng , e sys e, , , , i ec o d sc p n_rya_c_on under , e n ers y D sc p n_rya_rocedure

10 Review:

spo cy ře suřec o re e n 2 n on, s of s n p en en en