



FLEXITIME POLICY

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

1. Overall aims:

Fax e services are provided by the use of the network in order to provide a friendly response to the needs of the customer and of the user. The service is provided by the use of the network in order to provide a friendly response to the needs of the customer and of the user.

2. Principles of the Scheme:

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3 Working Hours:

The core hours are provided by the use of the network in order to provide a friendly response to the needs of the customer and of the user.

Annual absence records for employees should be recorded by
entering the number of hours taken from work for full day

7 Leave:

Employees are entitled to annual leave. Employees are entitled to
for the current leave accounting period. A maximum of five days per
leave accounting period are available.

8 Cessation of employment:

At the termination of service the Department should ensure that there is no
outstanding debt or credit on their files. Final pay will be based on
the net amount of any outstanding debts.

9 Discipline:

Abuse of the fax system will be regarded as serious misconduct
and if found using the system will be subject to disciplinary action
under the employee Discipline Procedure.

10 Review:

The policy will be reviewed every two years of service.