



Flexible Hours Policy

Policy Statement

Spirit offers all staff flexible working patterns through its Flexible Working policy, so long as they enable us to meet our business needs.

Flexible working arrangements, including homeworking, are available to all staff. Work hours are normally within 8am and 6.30pm on weekdays. Exceptions to this include required weekend or evening commitments, as agreed with your line manager.

This Flexible Hours policy sets out how staff members can work more flexibly within a given week though discussion with their team.

For the details of any regular home working arrangements, and the hours and days you work if you are part-time, you must have your line manager's written agreement on an Individual Working Pattern Form (in the Egnyte HR/Forms folder) which you and Spirit will keep as an ANNEX to your Contract

Background

1. One of the themes coming out of a recent staff awayday was a desire for staff to have more flexibility over their working patterns and, when we return to the office, more flexibility to work from home. We should all be able to exercise **autonomy** in our working lives. Our results are more important than our hours, and we know that when we work flexibly, we can achieve our best results and can also manage wellbeing.
2. By flexible working we mean enabling people to work hours that suit them, while always ensuring there is no negative impact on their immediate or the wider team.

Now we have a flexible working policy that allows you to have flexibility inside Spirit's core hours (8am to 6.30pm). These new guidelines allow us to flex that further and give you flexibility to work outside core hours.

3. However, there needs to be guiding principles that ensure anyone undertaking flexible working hours does not negatively impact their team or impair their ability to carry out the needs of the role and Spirit business needs. A balance is required, and the guidelines below are there to maintain that balance.
4. These guidelines do not encompass contractual changes, such as changing your total contracted hours (36 hours per week or part-time as agreed), or permanent changes to your working pattern. Any requests of this nature would need to be submitted via Spirit's formal flexible working policy, found in Egnyte.
5. Currently we are all working from home. If this guidance works well for flexible hours, we will consider how we use it to give greater flexibility for people to work from home more regularly once we start returning to the office.
6. Flexible hours should support you and your wellbeing, it is not to increase the number of hours you are doing or for you to condense your working hours into shorter days and neglect to take regular breaks during the working day.

General Guidelines for all staff

- ✚ The majority of your hours must be within core business hours (9.30am – 4.30pm) to ensure you can maintain appropriate interaction with your line manager and team.
- ✚ Flexible hours will vary depending on the requirements of your role – e.g. for GLMs you need to have enough availability at times that allow you to respond to the needs of your grantees.
- ✚ Internal meetings that require your attendance include, but are not limited to; weekly priority setting (SMT and Programme Team) meetings, line manager 1:1s and Programme Team and Team meetings (as applicable to your role) for which all team members need to be available for (unless there is a pre-agreed reason). These meetings will take place during core hours.
- ✚ Flexible hours should be agreed in collaboration with your team so that they work for everyone and do not put undue pressure on team members or create a feeling of 'unfairness'.
- ✚ Flexible hours must be visible and communicated clearly to all staff - this should be done by blocking off the time as 'out of office' and mark 'Not Working' in your diary.

- ✦ Flexible working hours can be regular or can be used for one off and ad-hoc occasions, for example, childcare or non-work appointments.
- ✦ Although there is not a complete exclusion of working late nights or weekends, this needs to be limited and agreed by your manager as an exception. We all need time off to rejuvenate.
- ✦ **We want to manage your performance in the role, not count your hours. We will continue to assess staff performance using 1-1s and the performance management system. If we think that flexible working is negatively impacting your performance in terms of outputs and outcomes, or your attitude and approach to work, we will give you this feedback and discuss how best to address it through the line management process.**

Process for using greater flexibility:

- ✦ If you are considering regularly working outside core hours (9.30am – 4.30pm) you must discuss this with your team and review the whole team availability – flexible working must not add to the workload of or mean additional hours for your colleagues.
- ✦ If agreed by your team then you need to look at the wider Spirit staff team and consider any impacts your hours may have on them.
- ✦ All adjusted hours are subject to regular review and revision.
- ✦ You need to agree with the team how you can be contacted in an emergency.
- ✦ Once agreed, you need to update your calendar by blocking the time off as out of office and mark Not Working.
- ✦ If you do not complete your contracted hours within a week then this needs to be taken as annual leave, unless previously agreed with your line manager.
- ✦ A reminder that TOIL only applies to pre-approved specific instances of out of hours working (see the Annual Leave and Absence policy).

Approval and Review

This policy will be reviewed and approved by the Finance, Investment and Resources Committee every three years or sooner if the business need arises or there are legislation changes that affect its terms.