

RESEARCH COUNCIL WORKING TIME POLICY

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Policy statement

The Working Time Policy sets out the Research Council approach to normal working time.

The Working Time Policy has been agreed with the Trade Union Side and complies with statutory legislation.

The Working Time Policy applies to all Research Council employees. This includes those employed on permanent or temporary contracts, Visiting Workers, students and those workers provided by a third party agency.

For employees holding limited leave to remain and/or right to work limitations, implementation of this policy may be subject to Home Office immigration rules. Before making decisions or taking any action relating to this policy advice must be sought from your retained HR Team.

The UK Shared Business Services Ltd (SBS) provides HR services across the Research Councils. However some employees are deployed at establishments/facilities/ships that do not access services from SBS. In these cases reference to the SBS or System will not apply and employees should refer to the Research Council HR team for assistance.

Whether a worker is deemed to be a worker or employee is not always clear under employment legislation. In cases where managers or individuals have any doubt as to whether the Working Time Policy should apply, advice should be sought from the Research Council HR team.

1. Principles

1.1 The Research Council is committed to ensuring that employees do not work excessive hours, and places considerable importance on the need to work reasonable hours and to take regular breaks.

2. Conditioned Hours and Meal Breaks

2.1 Conditioned hours are the hours of work, expressed weekly, that basic pay is calculated to cover. They are generally worked over a five-day week. Conditioned hours for fulltime employees are 42 hours gross, 37 hours net. Part-time employees

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are defined as those whose conditioned hours, expressed as a net figure and set out in their contract of employment, are less than full-time net conditioned hours.

- 2.2 Full-time employees should take a meal break of not less than half an hour and not more than one hour on any full working day. Where part-time worked hours exceed 6 in any one day, a meal break of not less than half an hour and not more than one hour should be taken. Where a system of Flexible Working Hours (FWH) is in operation at an Establishment meal breaks may vary from those above.

3. Arrangement of the Working Week

- 3.1 Within the standard arrangement of a five-day working week, Establishments determine the pattern of attendance of their employees such that over a period the total hours worked equal conditioned hours. Employees will be made aware of any additional local arrangements. Employees on detached duty are subject to the working arrangements of the receiving Establishment. Except where FWH schemes, shift or other arrangements are in operation, or where otherwise agreed with their line management, employees are expected to adhere to their specified starting and finishing times ("standard hours"). Employees can refer to the Flexible Working Policy or by contacting the Research Council HR Team.
- 3.2 In the event of lateness caused by severe weather or disruption to public transport, employees should refer to the Research Council Guidance on working arrangements in the event of adverse weather, transport disruption etc.

4. Requirements for Overtime Working and Shift Working

- 4.1 Employees may be required to work additional hours, including at weekends. Employees who work in excess of full-time conditioned hours are entitled to additional paid meal breaks of thirty minutes if the excess hours total at least three, but less than six, on any day; and of one hour if the excess hours exceed six. Employees may also be required to undertake either regular or occasional shift working. The arrangements for shift working and the allowances payable are available from the Research Council HR Team.
- 4.2 The Working Time Regulations 1998 limit working time to an average of 48 hours per week over a 17 week reference period. Employees choosing to work more than this must contact their Research Council HR Team.

5. Attendance Records / Absence Reporting

- 5.1 Line Managers are responsible for formally authorising and recording attendance and

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absence (e.g. sick absence or annual leave) in line with the relevant Research Council Policy and any additional local arrangements. Line Managers should know, for safety purposes, which of their staff are on site each day.

- 5.2 Employees who are unable to report for duty must inform their immediate manager (or nominated person) as soon as possible. Employees should refer to the Research Council Unauthorised/Unplanned Absence Policy.

6. Attendance at Training and Professional Development Courses

- 6.1 Time spent on Research Council sponsored courses is regarded as official duty and employees attending part-time courses may, at the Research Council discretion, be allowed time off. Employees should refer to the Research Council's Learning and Development Policy and consult their Research Council HR Team.

7. Policy Review

- 7.1 This policy will be regularly reviewed to incorporate any legislation changes. The TU may request that a policy is reviewed.

8. Amendment history

Version	Date	Comments/Changes
2.0 (UKRI)	June 2018	Additional paragraph added to Policy Statement confirming Policy may be subject to Home Office Immigration Rules