

Temporary Location

When temporarily relocated time should be claimed as follows:

Example 1

Fixed Centre – Tŷ Elai, Williamstown

Home Address - Treforest

Temporary Base – Municipal Buildings, Pontypridd

Usual travelling time from home address to Tŷ Elai is 20 minutes

Travel time from home to temporary base is 10 minutes.

As the travelling time is less, there is no detriment in terms of time as a result of the temporary move and time should therefore be claimed from the time that they arrive at their new location.

Example 2

Fixed Centre – Bronwydd, Porth

Home Address – Tonypandy

Temporary Base – Tŷ Glantaff, Treforest Industrial Estate

Usual travelling time from home address to Bronwydd is 10 minutes

Travel time from home to temporary base is 30 minutes.

In this example, the temporary relocation has resulted in additional travelling time of 20 minutes. The employee can therefore claim 20 minutes. For example if the employee leaves their house at 8.15am, they can claim time from 8.25am, as this would be the time they would arrive if travelling to their fixed centre.