

## **Flexi Time for Part time workers**

Part-time employees have contractual entitlements based on a pro-rata comparison with full-time employees. Part-time employees, eligible for flexible working are, therefore, allowed to accrue Flexi-Leave pro-rata and take the equivalent leave pro-rata to full-time employees. Job share staff are included as part-time staff for this purpose.

Certain part-time staff may be excluded from the facility to work Flexible Working Hours due to service requirements.

In regard to part time employees, the following examples (whilst not exhaustive) should prove helpful for managers when working out their entitlements:

### **Example 1**

Employee works 30 hrs over 5 days, i.e. 6 hours per day.  
Employee would be entitled to a day off but this would be based on 6 hrs.

### **Example 2**

Employee works 18.5 hrs over 5 days i.e. 3.42 hours per day.  
Employee would be entitled to a day off but that one day would be based on 3.42 hrs.

### **Example 3**

Employee works 18.5 hrs over 3 days i.e. 7.24 hours for two days and 3.42 hrs for third day. Employee would be entitled to a day off but that one day would be based on the day they work i.e. 7.24 hrs or 3.42 hrs.

Managers may find it helpful in calculating an employees working hours as a percentage of the full time equivalent hours and using this to ensure that part time staff are using the scheme in a comparable way to full time colleagues.

e.g. someone who works 18.5 hours per week, over the April to March flexitime period should take no more than 50% of the total number of flexi days/hours available to full time staff as compensatory leave;

Someone who works 4 full days a week should take no more than 80% of the total number of flexi days/hours available as compensatory leave.