

## **Wiltshire Council Human Resources**

### **Annualised Hours Policy**

This policy can be made available in other languages and formats such as large print and audio on [request](#).

#### **What is it?**

Wiltshire Council supports flexible working.

Annualised hours working involves an employee working a set number of hours over a year (rather than per week). This means they may work longer hours during certain periods of the year and less at others.

This policy must be read in conjunction with the [Flexible Working policy](#).

Go directly to the section on:

- [Requesting annualised hours](#)
- [Working patterns](#)
- Effect on [salary](#), [sickness absence](#) and [annual leave entitlement](#)
- [Over or under achievement of hours](#)
- [Leaving the council](#)
- [Line manager responsibilities](#)
- [Frequently asked questions](#)

#### **Who is covered by this policy?**

This policy applies to all Wiltshire Council employees (with the exception of staff employed in locally managed schools).

However some posts may be unsuitable for annualised hours due to operational requirements.

This is a harmonised policy and applies to both Wiltshire Council and ex-district TUPE employees.

#### **What are the main points?**

1. If you work annualised hours you are contracted to work a certain number of hours over a year, rather than a week.

2. The hours you work are not spread evenly throughout the year.
3. This arrangement can benefit departments where there are peaks and troughs in workload throughout the year and can reduce the need for overtime.
4. This type of working may benefit you if you have commitments outside of work which vary throughout the year, but where a formal term time contract does not suit your requirements.

### **How does this policy apply to me?**

5. You can apply to work on an annualised hours basis using the [Proposal for Flexible Working form](#).
6. All requests will be considered in accordance with the procedures laid out in the [Flexible Working policy](#).

### **Working patterns**

7. Your weekly contracted hours will be converted to annualised hours by multiplying by 52.143 as shown in the [example](#).
8. Annual leave and bank holiday entitlements will be calculated and deducted from your annualised hours to give a total number of working hours for the year.
9. It is imperative that, as far as possible, hours are planned in advance and an accurate record is maintained of actual hours worked.
10. Your manager may choose to put in place pre-determined periods of minimum working hours, in order to meet operational requirements.
11. This record must be agreed and signed by both yourself and your manager at monthly intervals, or more frequently if required by your manager.

### **Cover**

12. You will be required to participate in normal departmental cover arrangements, unless otherwise agreed with your manager.

### **Contract changes**

13. Any employee who changes to annualised hours working will be deemed to have requested a permanent change to their contract, unless it is agreed otherwise in writing at the time of the change.

#### Salary

14. Your salary will be paid in twelve equal monthly instalments, regardless of hours worked in any particular month.

#### Sickness

15. Sickness absence will be allocated in line with planned hours of work for that particular period of time. See [example](#) below.

#### Annual leave and bank holiday entitlement

16. Annual leave and bank holiday leave will be calculated in hours and deducted from the number of hours to be worked in the year.
17. Where the annualised hours arrangement is based on contracted hours of less than 37 hours per week entitlements will be calculated on a pro rata basis. See [annual salary calculation](#) below.
18. All other terms and conditions will remain unchanged unless specified.

#### Excess hours

19. If total contracted working hours for the year have been achieved prior to the end of the year you may either:
  - refrain from working until the new year commences; or
  - agree with your manager that you continue to work and receive payment at your appropriate hourly rate, in addition to your normal monthly salary.
20. In exceptional circumstances overtime payments may be authorised.

#### Underachievement of hours

21. If total contracted hours have not been achieved by the end of the year you may either:
  - repay the council for all hours underachieved at the basic rate of pay; or
  - agree with your manager an appropriate timescale to catch up on underachieved hours – this should be over a period of not more than one month.
22. Continued failure to achieve contracted hours may constitute a breach of contract and be dealt with under the council's disciplinary policy.

#### Leaving the council

23. If you resign from your annualised hours contract, and there is a disparity between hours worked and payment received, you should use the notice period to close the gap between hours worked and pay received.
24. If there is still a disparity your final salary payment will be adjusted accordingly.

### **Line manager responsibilities**

25. Manage any annualised hours working requests in accordance with the flexible working policy using the [Considering a flexible working request](#) procedure which contains:
  - timescales
  - template letters
26. Where requests are agreed ensure that a change form is submitted to the HR Payroll administration team
27. Ensure that working hours are planned in advance as far as possible.
28. Ensure that a record of worked hours is kept, checked and signed off at no more than monthly intervals.
29. Ensure that annualised hours workers have the same access to development opportunities as full time staff.

### **HR responsibilities**

30. To action change forms received and issue variations to contract where appropriate.

### **Are there any exemptions?**

Managers must assess the impact of annualised hours working on the individual, team and service area and have the right to refuse requests if they are operationally untenable and would adversely affect service delivery.

### **Equal Opportunities**

This policy has been Equality Impact Assessed ([link to EIA for policy](#)) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

***If appropriate:***

Managers will make any necessary adjustments to ensure that all employees are treated fairly. For further information see the guidance on equal opportunities in ([link to equal opps guidance](#))

### **Advice and guidance**

If you require help in accessing or understanding this policy you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

See [guidance for managers – giving advice on policies](#).

### **Further information**

There are a number of related policies and procedures that you should be aware of including:

- Flexible working policy

For further information please speak to your supervisor, manager, service director or contact your HR advisor.

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Policy implemented	DD-MM-YYYY
Policy last updated	May 2011

### Annualised hours conversion example

For a full time employee with **less than 5 years** service:

A.	Standard weekly hours	37	
	Total annual hours	37 x 52.143	1929.291 hours
B	Annual leave entitlement	23	
	Bank holidays	8	
	Total leave entitlement	31 days	
	Total leave in hours	31 x 7.4 hours	229.4 hours
	<b>Annual working hours</b>	<b>A - B</b>	<b>1699.891 hours</b>

For a full time employee with **more than 5 years** service:

A.	Standard weekly hours	37	
	Total annual hours	37 x 52.143	1929.291 hours
B.	Annual leave entitlement	28	
	Bank holidays	8	
	Total leave entitlement	36 days	
	Total leave in hours	36 x 7.4 hours	266.4 hours
	<b>Annual working hours</b>	<b>A - B</b>	<b>1662.891 hours</b>

### Part time employees

For a part time employee use their normal contracted hours in part A.

In part B multiply their annual leave and bank holiday entitlement by their standard weekly hours divided by 5 (rather than by 7.4)

Deduct B from A to give their total annual working hours.

**Sickness example**

If an individual was due to work 30 hours in a week, and they are absent due to sickness for the whole week, they will be deemed to have taken 30 hours worth of sickness absence.

If sickness absence continues beyond the period for which working hours had been planned, the average weekly hours (over a course of a year) should be used for the duration of the absence.