

Revised Flex Scheme: questions and answers

A single, revised Flex Scheme is being introduced across Birmingham City Council – replacing all existing flex schemes – from 4 September 2017.

Can I still take flex leave if I accrue it and how much?

The aim of this policy is to enable employees, where jobs allow, to carry out their duties whilst providing flexibility for personal commitments. There should be no reason to build up flex-time credit where there isn't a business need.

If you do accrue credit, a maximum of 30 hours' leave can be taken during each eight-week flex settlement period. You should use any credit within the eight-week settlement period in which it has been accrued. You can carry over a maximum of seven hours 18 minutes (a standard working day) to the following flex period.

Can I still go into debit with my flex-time?

Again, because of the new agile working arrangements, you shouldn't need to, but if you do go into debit, you can carry over no more than seven hours 18 minutes as debit from any eight-week flex settlement period.

What is the difference between flex-time and flexible working?

The two shouldn't be confused. Flexible working refers to permanent working patterns that have been agreed with the council – for example, if you always work four days a week. You can find out more about this in the [Flexible Working Policy](#) or through your trade union representative or by filling in an 'Ask HR' request.

This Flex Scheme, however, is about temporarily changing your working pattern to meet other specific commitments – such as attending a child's school activity for two hours in a morning and working for two hours in the evening to make up this time.

Under the new scheme, how do I record my hours?

The method of recording hours worked and flex-time requests must be in place before any request for flex leave is made (this may be via Borer, time sheet, People Solutions or

Will my manager ask me to work odd arrangements, for example split shifts, if they say this is in line with business need?

The aim of this policy is to enable employees, where jobs allow and with management consent, to carry out their duties whilst providing flexibility for personal commitments. Any change to contractual hours or patterns of work would require separate consultation.