

# Annualised Hours Policy

## 1 Purpose

- 1.1 This policy outlines Healthwatch Worcestershire's approach to contracting employees on an annualised hours (rather than weekly hours) contract.

## 2 Definition

- 2.1 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.

## 3 Which posts are eligible?

- 3.1 In theory, any post could be considered for annualised hours working under the Healthwatch Worcestershire Flexible Working procedures.
- 3.2 However, it is anticipated that the organisation will prefer this contract in the appointment of Healthwatch Worcestershire Directors, where there is an organisational need for maximum flexibility and attendance at a variety of forums to meet the service needs of Healthwatch Worcestershire's partners and clients.

## 4 Working patterns

- 4.1 Healthwatch Worcestershire (full time) working hours total 36.5 per week which equates to an average working day of 7.3 hours.
- 4.2 Weekly contracted hours will be converted to annualised hours by multiplying by 52.143 (ie 365 calendar days divided by 7).
- 4.3 Examples:

Working 1 day per week	(1 x 7.3 hours) x 52.143 weeks	380.64 hours
Working 2 days per week	(2 x 7.3 hours) x 52.143 weeks	761.29 hours
Working 3 days per week	(3 x 7.3 hours) x 52.143 weeks	1141.93 hours

- 4.4 Annual leave and bank holiday entitlements will be calculated and deducted from annualised hours to give a total number of working hours for the year.
- 4.5 It is the individual employee's responsibility to keep an accurate record of hours worked which will be recorded for audit purposes and signed off monthly.

## 5 Salary

- 5.1 Salary will be paid in arrears, by 12 equal monthly payments, regardless of hours worked in a particular month.

## **6 Sickness**

- 6.1 Sickness absence will be recorded in line with planned hours of work for that particular period of time.

eg if an individual was due to work 10 hours in a week and they are absent due to sickness for the whole week, they will be deemed to have taken 10 hours 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) will be used for the duration of the absence.

## **7 Excess or Underachieved Hours**

- 7.1 Hours will be reconciled at 31 March each year and, under normal circumstances, any excess will be written off. Exceptionally, where there has been a specific and urgent business demand, the Managing Director or Chairman (as appropriate) may authorise a carry forward of not more than 22 hours or payment for additional days worked.

- 7.2 If the total contracted hours have not been achieved by the end of the year, the employee may either

- repay Healthwatch Worcestershire for all hours underachieved at their normal rate of pay, or
- agree with the Managing Director or Chairman (as appropriate) a timescale to catch up on underachieved hours; this will usually be over a period not exceeding one month.

- 7.3 Where an employee continuously fails to achieve contracted hours, this will be considered as a potential unsatisfactory performance or disciplinary matter using Healthwatch Worcestershire policies and procedures.

## **8 Termination of employment**

- 8.1 Where an employee leaves Healthwatch Worcestershire's employment and there is a shortfall between hours worked and payment received, the employee will be expected to 'make good' the hours during their notice period.

Where there is still a shortfall, final salary will be adjusted accordingly to reflect the hours actually worked.

## **9 Audit and Review**

- 9.1 A review of this policy will take place annually unless legal, contractual, specific business requirements, operational changes or events necessitate an earlier review.

9.2 This policy will be subject to Equality Impact Assessment under the Public Sector Equality Duty Act 2010.