

Dersingham Parish Council

Employee Working Hours Policy

Employee Working Hours

Employees are contracted to work a set number of hours, Monday to Friday, which will be stated in their contract of employment/terms and conditions.

Outside Core Time, evening working is a necessary part of the Parish Council function and staff will need to be available to cover meetings and attend training events.

Weekend Working (inc Bank Holidays)

Weekend working is not normally required.

Any weekend work, which would be an exception, must be authorised in advance by the Chairman or at least two members of the Staffing Committee.

Flexible Working Scheme

Dersingham Parish Council operates a Flexible Working Hours Scheme to enable employees to work flexibly, with consideration for office staffing, meeting dates, deadlines, workloads and their personal commitments.

Employees should manage their workload to ensure that excessive hours are not accrued.

Any accrued hours should be taken as soon as practicable, with the approval of the Line Manager, Chairman, or at least two members of the Staffing Committee.

Accrued hours must be used within 6 weeks of working. Hours not used within this time period will be lost.

Working Time Directive

Employees must not work more than forty hours in any week, and must have a clear eleven hours rest between shifts.

Core Time (Hours when staff should be at work in the office)

The Business Manager and Assistant Business Manager should be at work between 10:15 and 1.00pm to ensure that the Office Open Hours are adequately covered.

Office Public Hours

The Parish Council Office is open to the public Monday, Tuesday and Thursday from 10:30am to 12.30pm.

Recording hours worked

An Excel spreadsheet has been designed for recording hours worked. These should be submitted for inspection to Staffing Committee Meetings, or upon request by the Chairman.

Rest Breaks

It is desirable that staff take a rest/lunch break during their working day, preferably away from their desk.

If working for six hours or more, a 30 minute break must be taken. The break must be taken during the working day but not within one hour of the start or end time.

Smoking and Vaping

Employees who wish to smoke or vape can do so away from the building, but must deduct any time taken from the hours worked.

Time off – Annual Leave/Sickness/Training

The Time sheet must be updated with the hours normally worked for a day/week.

Medical Appointments

These must be taken in the employees own time. If a half or full day absence is required for treatment or minor procedures, a self-certification form should be completed and the time sheet adjusted.

Adopted by Full Council 27th July 2026