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## WORKING TIME POLICY

The Working Time Regulations 1998 are a health and safety at work measure. They include basic entitlements and limits on organising working hours. This policy puts the regulations into practice.

QRS are committing to ensuring that the regulations are put into practice for the following:

**a limited working week of no more than 48 hours;  
limits to the hours which can be worked at night; and  
health assessments for people who work at night.**

### **What is working time?**

Working time is defined as any period when the employee is:

- working for us and carrying out any activities or duties that we have set;
- receiving relevant training (for example, on-the-job training, training courses, seminars and so on);
- at a working lunch or similar business event;
- working at home on a pre-arranged basis (in other words arranged with their manager);
- travelling between workplaces as part of their job;
- and travelling to any place of work other than their regular workplace. (in other words, travelling time over the normal time it takes to travel from home to work).

### **Working time is not:**

- lunch breaks or rest breaks (unless it is a working lunch);
- on-call or standby arrangements – unless they actually have to work;
- sleep-in duties – unless they actually have to work;
- being at a conference
- working at home on their own initiative (in other words in the evenings or at weekends);  
or
- travelling to work from home or vice versa.

### **The 48-hour weekly limit on working time**

Each employee's contract gives details of their basic working hours. We will not expect employees to work more than an average of 48 hours each week.

To work out the average number of hours an employee works, we use a 'reference period' of 17 weeks. In other words, we look at the average working hours over a period of 17 weeks.

There are no exceptions to the average 48-hour weekly limit for employees over 18.

### **Daily rest and weekly rest**

All employees are entitled to 11 hours' unbroken rest before the next working day.

Employees under 18 are entitled to 12 hours' rest.

All employees are entitled to at least a 24-hour unbroken rest period each week. This is in addition to their entitlement to daily rest. The employee can take this as:

**two unbroken rest periods of 24 hours; or  
one unbroken rest period of 48 hours every fortnight.**

### **Rest breaks during the day**

Employees must take rest breaks. All employees working more than 6 hours a day must take a 20-minute unpaid break (30 minutes for employees under 18). Employees should take these breaks away from the workplace if possible. The break should be during the working day, not at the beginning or end.

### **Annual leave**

All employees are entitled to at least 28 days' annual leave (5.6 weeks), which includes bank holidays. Part-time employees are entitled to a proportion of this leave depending on how many hours they work.

When the employee leaves our employment, they will be entitled to payment for any of the 28 days' annual leave they have not taken. You may tell employees to take any of the 28 days they have not taken before they leave our employment. The employee may only take this entitlement in the leave year in which it is due.

### **If the employee also works for another employer**

All employees should seek permission from a Director before carrying out work for another employer. Decisions will be made on a case by case basis.

### **Monitoring**

Employees have a responsibility to let us know about their work patterns and all employment details. QRS will ensure the policy is working effectively.

We will review this policy on an annual basis.

*These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.*