



FLEXITIME POLICY

Rev	Date	Purpose of Issue/Description of Change		Review Date
	No			
	Policy officer	Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
		D rec or of		

1. Overall aims:

Fax e services are provided to meet the needs of our customers and to ensure that the service is efficient and cost-effective. The service is provided to meet the needs of our customers and to ensure that the service is efficient and cost-effective.

2. Principles of the Scheme:

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3 Working Hours:

The core hours are from 9.00 am to 5.00 pm, Monday to Friday.

Annual absence records for employees should be recorded by the end of the month following the absence. For example, 2 hours for Friday

7 Leave:

Employees should be notified in advance of any absence. Employees should be notified in advance of any absence. Employees should be notified in advance of any absence.

8 Cessation of employment:

At the end of the financial year, the Department should ensure that there is no outstanding debt or credit on the employee's financial statement. Employees should be notified in advance of any absence.

9 Discipline:

Any use of the fax system for any other purpose is considered a serious misconduct and will be dealt with accordingly. Employees should be notified in advance of any absence.

10 Review:

The policy will be reviewed every two years or sooner if necessary.