

# **NORTHAMPTONSHIRE COUNTY COUNCIL** **MODEL WORKING TIME POLICY FOR SCHOOLS**

## **1. Introduction**

1.1 The Working Time Regulations 1988 are a health and safety at work measure. This policy puts these regulations into practice.

## **2. The 48 hour weekly limit on working time**

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

2.2 The average number of hours an employee works will be calculated using a reference period of 17 weeks. The average is calculated over this period.

## **3. Definition of working time**

3.1 Working Time is defined as any period when the employee is

- Working for the school and carrying out any duties determined by the school
- Receiving relevant training
- Working at home on a pre-arranged basis
- Travelling between workplaces

3.2 Working time is not:

- Lunch times or rest breaks
- Attending a training course run by an educational institution or on a residential basis
- Working at home on their own initiative
- Attendance on a school trip whereby agreeing attendance derogates rest entitlements and working time limit.

## **4. Daily rest and weekly rest**

4.1 All staff are entitled to 11 hours unbroken rest before the next working day.

4.2 All staff are entitled to at least a 24 hours unbroken rest period each week. This applies in addition to their entitlement to daily rest.

4.3 These arrangements can be varied where there are essential requirements (e.g. Governors meetings and school trips) but compensatory rest must be provided.

## **5. Compensatory rest**

5.1 If any employee has not taken any or only part of their entitlement to a rest period they should take compensatory rest.

5.2 Compensatory rest is the period when the employee is not working. All staff affected should take compensatory rest within a reasonable time (e.g., one week for daily rest, one month for weekly rest).

## **6. Rest breaks during the day**

6.1 Staff should take a minimum break of 20 minutes (unpaid) time if they work more than 6 hours a day. This is a minimum entitlement.

6.2 The break should be during the working day, not at the end.

6.3 If it is not possible to take such a break arrangements will be made for compensatory rest.

## **7. Variations for shift and split-daily staff**

7.1 The daily rest and weekly rest periods do not apply to staff who cannot take the entitlement between the end of one shift and the start of another because they are changing shift, nor to staff whose work is split up over the day.

## **8. If an employee has more than one job with the school/council**

8.1 The school will ensure that if a member of staff has another job with the school or County Council that the aggregated work hours will not exceed 48 weeks the individual derogates that entitlement in writing.

8.2 Such an employee will still be entitled to commensurate rest periods. This does not apply if an employee works for another employer.