Policies and Procedures

Trust Policy and Procedure

Annualised Hours

For use in: All areas of Trust clinical and non-clinical
For use by: All staff groups
For use for: Flexible Working Option
Document owner: Executive Director of Workforce and Communications
Status: Approved

Purpose of this document

To advise staff (both male and female) on the option of working an agreed number of hours per year on a flexible basis.

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1. INTRODUCTION

The terms and conditions of employment for staff with Annualised Hours contracts are set out in this policy. Annualised Hours will allow the Trust and staff increased flexibility in matching their working time to service requirements. They also allow flexibility for staff, the added service advantage of being paid in regular monthly amounts, paid annual leave and sickness benefit.

The use of Annualised Hours contracts is aimed at providing quality patient care on a flexible basis.

2. ESTABLISHING AN ANNUALISED HOURS CONTRACT

Staff may approach their Line Manager to request moving to an Annualised Hours Contract. The Line Manager in discussion with the employee will decide if the post is suitable and can be worked effectively on this type of contract. They will also need to take into consideration any other employees in the ward/department already working on Annualised Hours Contracts.

If the Manager is unable to approve a change to Annualised Hours, they must give a valid reason confirmed in writing, and the employee has the option to use the Trust’s Grievance procedure (PP035).

3. HOURS OF WORK

Staff are contracted to work and will be paid an agreed number of hours per year rather than per week. Out of the total hours to be worked in a year, an amount for annual leave will be calculated, and deducted from the year’s total hours to be worked and paid as annual leave. A maximum and a minimum number of hours to be worked each week needs to be agreed with the manager, and the employee can be flexible within these two parameters. Staff would not be expected to work in excess of the Working Time Regulations.

Annual Hours Calculation

**Full Time employee with 10 years NHS service**

**Total Hours**: 37.5 (hours per week) × 52.143 (weeks in a year) = 1955

(Total hours a year paid)

**Annual Leave**: 37.5 (hours per week) at 33 days leave entitlement = 247.5

**Bank Holidays**: 37.5 (hours per week) at 8 Bank Holidays = 60

**Total Inclusive Holidays paid**: = 307.5

**Actual hours to be worked**: = 1,647.5
Part time Employee (28 hours per week) with 10 years NHS service:

**Total Hours:** 28 (hours per week) X 52.143 (weeks in a year) = 1,460
(total hours a year paid)

**Annual Leave:** 28 (hours per week) at 33 days leave entitlement = 185

**Bank Holidays:** 28 (hours per week) at 8 Bank Holidays = 45

**Total Inclusive Holidays paid:** = 230

**Actual hours to be worked:** = 1,230

Please note that the bank holiday entitlement may vary each year.

4. **FLEXIBILITY**

Annualised Hours will be worked flexibly and according to the needs of the service. This may include working unsocial hours, weekends and bank holidays for which enhancements will be paid. These enhancements are in line with the Agenda for Change Terms and Conditions of employment.

5. **SALARY**

Basic salary will be payable in 12 equal monthly instalments with any enhancements payable one month in arrears. This will be paid regardless of the actual hours worked. If an individual leaves the Trust during the year, the Trust will calculate the hours that have been actually worked, and the amount that has been paid. This could result in the Trust either having to claim back money already paid or paying for additional hours worked.

Hours worked over the agreed yearly amount will be paid at flat rate until the full time yearly total is exceeded, then additional hours will be paid at overtime rates.

6. **MONITORING OF HOURS**

All staff on Annualised Hours contracts will be required to complete an Annualised Hours Time Sheet, which must be signed by their manager and sent to salaries on a weekly basis. Hours worked will be reconciled on a quarterly basis, to ensure that at the end of the year an individual has not over or under worked the agreed hours. If hours monitored demonstrate that the individual has under worked the hours required, additional hours will have to be worked. If an individual has exceeded the hours required the Trust will pay for additional hours worked. The individual must also take responsibility for monitoring their hours worked.

7. **ANNUAL LEAVE**

Annual leave will be calculated using the Agenda for Change entitlement and will be built into your contracted hours pay. (See example under ‘Hours of Work’). Therefore an individual’s contract will state the annual entitlement and balance of hours required to work during the year. It is important to note that annual leave hours will not be deducted from actual hours required.
8. SUPERANNUATION/PENSION

All staff on Annualised Hours contracts will be eligible to join the NHS Superannuation scheme. A separate booklet has been compiled by the Pension Agency and is available from the HR & Communications Directorate.

9. RETIREMENT

The maximum retirement age for all staff on annualised hours is 65. Please refer to the Trust’s Policy on Retirement PP065.

10. PERIODS OF SICKNESS

Any staff on Annualised Hours contracts, who are absent from a rostered shift due to illness are required to contact their immediate manager on the first day of absence and give an indication when they will be fit to return to work.

The Trust may require them to undergo a medical examination in the Occupational Health Department at any stage but will be intent on ensuring a prompt and effective return to work.

Sickness benefit will be based on the individual’s planned rota and the appropriate Agenda for Change entitlement.

11. UNIFORM

Where appropriate, uniform, protective clothing and a name badge will be provided by the Trust and must be worn whilst on duty. All staff must comply with the Trust Policy on Uniforms PP215.

12. DISCIPLINARY AND GRIEVANCE PROCEDURES

Staff on Annualised Hours contracts will be subject to the Trust’s Disciplinary Policy and Grievance Procedure, copies of which are available from the Trust Intranet Site or the HR & Communications Directorate.

13. NOTICE PERIOD

If staff on an Annualised Hours contract wish to leave the Trust, their notice period will be as stated in their contract of employment and is based on their grade. Notice must be given in writing to the appropriate manager. The Trust will give notice based on the staff member’s grade, as detailed in the contract of employment.

14. REVIEW AND MONITORING

This policy will be monitored and will be subject to review every three years by the Executive Director of Workforce and Communications in consultation with Trust Council.
## 15. DOCUMENT CONFIGURATION

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<thead>
<tr>
<th>Author(s):</th>
<th>Angie Manning, HR Manager</th>
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<tbody>
<tr>
<td>Other contributors:</td>
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<td>Equality Assessed</td>
<td>Yes – form completed</td>
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<tr>
<td>Implementation</td>
<td>Policies will be distributed by the IG Manager to General Managers, Service Managers and all Ward/Department Managers. Policy will be available on the Trust Internet Site.</td>
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<td>Monitoring: (give brief details how this will be done)</td>
<td>Implementation, compliance and effectiveness of this policy will be monitored by the HR &amp; Communications Directorate on an ongoing basis. This will be achieved by ensuring that 100% of staff on Annualised Hours contracts complete the timesheets and work to the agreed hours.</td>
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<td>Other relevant policies/documents &amp; references:</td>
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