



TIME OWING POLICY

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Policy Statement

JRH Support acknowledges that it may occasionally be necessary for some members of the management team to work beyond their contracted hours to maintain management of the service. It is important that records are kept of such information in order that service delivery requirements can be identified and to ensure staff are treated in a fair and equitable manner.

Accruing time owing should **only** occur when absolutely necessary and should not just be used for the purpose of accruing additional time off.

Accrued time owing should not exceed 15 hours. Individual staff must ensure they monitor accrued time owing closely and should take the time back before it gets to 15 hours.

Authorisation

The accrual of time owing **must** be authorised by your line manager before it is worked, unless the time is being accrued for the purpose of **directly supporting** a service user. Management tasks such as audits should be completed inside your normal working hours unless pre-authorised by your line manager.

Recording Time Owed

If staff work beyond their weekly hours, they should complete a time owing record. Recording should be in periods of 15 minutes.

Staff who are entitled to use time owing will have a personal time owing recording sheet. The time owing record **must** be counter-signed by the staff member's line manager as soon as it is practically possible for direct support, or **before** the time is accrued if it is for non-support reasons.

Time Off in Lieu

Any time off in lieu (time taken back) can be taken when service delivery permits. Normally, time will be taken back in the time scale of fifteen minutes to two hours. However, this two hour period may be exceeded with the agreement of your line manager.

The line manager will review the time owing sheets, as a minimum, on a weekly basis.