



## **TIME OWING POLICY**

# **TIME OWING POLICY**

## **Policy Statement**

JRH Support acknowledges that it may occasionally be necessary for a member of the management team to work beyond their contracted hours to maintain management of the service. It is also important that records are kept of such information in order that manpower requirements can be identified and that staff are treated in a fair and equitable manner. In these circumstances, the following procedure must be followed.

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

Any time owing accrued in any one day will normally be within the time scale of fifteen minutes to two hours. Any time owing outside the two hour time span must be dealt with on an individual basis with your line manager outside of this procedure.

Accrued time owing should never exceed 15 hours. Individual staff must ensure they monitor accrued time owing closely, and take the time back before it gets to 15 hours.

## **Recording Time Owed**

When an employee works beyond their weekly hours, they should complete a time owing record. Recording should be in periods of 15 minutes.

Each employee who accrues time owing will have a personal time owing record. The time owing record must be counter-signed by the line manager as soon as it is practically possible.

## **Time Off in Lieu**

Any time off in lieu 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 the line manager.

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