

# Scotmid



## **WORKING TIME POLICY**

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The Society wants to ensure that the hours that employees work are reasonable and that work is completed safely. This means that there are sensible limits to the shifts that employees can work. We operate in line with the Working Time Regulations and any amendments to this policy will be made in agreement with USDAW.

This policy applies to all employees of the Society.

The Working Time Regulations and the Protection of Young People at Work Regulations came into effect on 1<sup>st</sup> October 1998 in order to regulate working hours and protect the health and safety of workers.

The regulations include, but are not limited to:

- A maximum working week
- The right to rest periods between working days
- The right to rest breaks during the working day

Different guidelines apply to adult workers (those over 18) and young workers (16 and 17 year olds).

### **The Working Week**

Adult workers cannot be required to work more than 48 hours a week (this can be an average, calculated over 17 weeks), but they can 'opt out' of this 48 hour limit if they wish, by notifying their manager in writing. If you decide to opt-out it is important that you do not risk your own or your colleagues' health and safety by working excessively long hours. If you have more than one job it is important that you let your manager know this, and that the total hours you work across all of your jobs is included when looking at your working hours. If you will be working more than 48 hours a week combined, then you will need to have signed an 'opt out' with each of your employers.

You can of course choose to 'opt back in' if you have opted out of the 48 hour working week. You will need to put this in writing to your manager giving a minimum 7 days' notice.

For young workers the maximum working week is 40 hours per week and this may not be averaged out, and there is no 'opt out' available.

While we do not specify a minimum or maximum number of hours that can be worked within one shift, for health and safety, productivity and fairness, you will not normally be asked to work more than 12 hours in one shift. Young workers should not be required to work more than 8 hours in any one day, except in exceptional circumstances.

### **Rest Periods & Rest Breaks**

You are entitled to regular rest periods between working days.

Adult workers should have a minimum 11 hours' rest between each working day, and 1 rest day in each working week of 7 days. However, this can be averaged out over a 2 week period. This means if you fail to get 1 rest day in a working week of 7 days

you will subsequently be entitled to 2 rest days off in the 2 week period (i.e. 14 days). This can be varied however, by agreement between the employee and manager.

Young workers must receive 12 hours' rest between working days and should have at least 2 days off per week.

You are entitled to breaks while you're at work. While the Society cannot require you work during your statutory rest breaks, you can choose not to take a rest break.

Please remember that although you can choose to work through a rest period or rest break, you have a responsibility to take a sensible approach to your working hours and not to risk your own or others' health and safety. If you are a manager you must ensure that colleagues are not under pressure to work through their breaks.

The breaks recognised by the Society are:

#### Adult Workers

4 – 6 hour shift	15 minute paid break
6 – 7 hour shift	20 minutes paid break or a 1 hour unpaid meal break if the shift pattern covers 10.00am – 2.00pm
7+ hours shift	1 hour unpaid break plus a 15 minute paid break during any block of 4 hours within the shift

#### Young Workers

4 – 4 ½ hour shift	15 minute paid break
4 ½ – 6 hour shift	30 minute paid break
6 – 7 hours shift	30 minute paid break or a 1 hour unpaid meal break if the shift pattern covers 10.00 am to 2.00 pm
7+ hours shift	1 hour unpaid break plus a 15 minutes paid break during any block of 4 hours within the shift, or 30 minutes paid break during any block of over 4½ hours within the shift.

For stores that employ paper delivery assistants who are under the age of 16, please refer to the health and safety manual for details on working patterns and break entitlements.

#### **Student Visas**

If you have a student visa, your visa may have restrictions on it regarding how many hours you can work in paid employment during your term time. This should be shown on your visa and you should provide your manager with evidence of your study and vacation times.