



WORKING TIME POLICY

The Working Time Regulations deal with workers' rights in relation to hours of work, night-time working, breaks from work and paid holidays. Some of these rights can be amended if an employer comes to a "collective" or a "workforce" agreement with their workers.

- A collective agreement is one that has been negotiated through a trade union.
- A workforce agreement is one that has been agreed by the employer and their workers' representatives.

In general, a worker is someone for whom an employer provides work, controls when and how the work is done, and pays tax and national insurance contributions. The majority of agency workers and freelance workers are likely to be "workers" but not the genuinely self-employed as they are paid on the basis of an invoice rather than wages.

The regulations apply to trainees over school-leaving age engaged on work experience or on training for employment, other than that provided on courses run by educational institutions or training establishments. An adult worker is a worker who has attained the age of 18 years. A young worker is a worker who is older than the minimum school-leaving age but is under 18 years of age.

Hours of work

Bluevale Structures Ltd shall ensure that all reasonable steps are taken so that workers do not work more than an average of 48 hours a week (including overtime) in any reference period – which will normally be a period of 17 weeks. If a worker is absent from work an annual, sick or maternity leave during a reference period the calculation of average weekly hours for that period shall include the total number of hours worked immediately after the reference period during the number of working days which equals the number of days of absence.

An individual worker may agree with Bluevale Structures Ltd to work more than 48-hour average weekly limit. Any agreement, which must be in writing, may relate to a specified period or apply indefinitely. A worker has the right to terminate any agreement they have made, but only after giving Bluevale Structures Ltd at least 7 days' written notice of their intention to do so. An agreement may specify the period of notice a worker is required to give Bluevale Structures Ltd if they wish to terminate the agreement. This period must not exceed 3 months.

However, under no circumstances must a young worker's working time exceed 8 hours a day or 40 hours a week.

Annual leave

The current minimum annual leave entitlement for full-time employees, i.e. those who work a 5-day week, is 4 weeks (20 days), calculated on the basis of one-twelfth of their annual entitlement for each complete month of service.

There is no statutory entitlement to bank and public holidays. These are simply days on which a worker may receive leave under the terms of their contract. As with other contractual leave, these days may be used by Bluevale Structures Ltd as part of the leave it is required to provide under these regulations. If a worker is paid for a public holiday that day may count towards their entitlement to annual leave.

Leave may be taken only in the leave year in which it is due. It may not be replaced by a payment in lieu, except where a worker's employment is terminated.

Records

Bluevale Structures Ltd shall keep adequate records to show whether the limits on weekly hours of work and night-time work are being achieved for each of its workers.

Workers who have opted out of the 48-hour limit on their working week shall be identified. The terms on which they have been opted out shall be recorded and the hours worked during each reference period specified. Bluevale Structures Ltd shall also keep, where appropriate, records showing that the requirements concerning health and capacity assessments are being complied with. Bluevale Structures Ltd shall determine the form in which records are kept but all records must be maintained for 2 years from the date on which they are made.

Signature:  Date: ...2-10-21.....

Harold Wylie
Managing Director