

**WORKING TIME REGULATIONS AND TFSR**

Working time regulations apply to all workers. A worker is *someone to whom an employer has a duty to provide work, who controls when and how it is done, supplies the tools and other equipment and pays tax and NI*

There is a 48 hour weekly limit on working time for any worker, whether in one or more jobs, averaged over 17 weeks.

Working time = time when a worker is working at his employer's disposal and carrying out his activity or duties

i.e.

not a lunch break

not travel to work

not work at home unless on basis agreed with TFSR

Workers with more than one job must inform TFSR and may need to agree to opt out of the working time regulations.

Average working time  $\frac{A + B}{C}$

A = hours worked in reference period (in default a rolling 17 week period)

B = extra hours in days added to compensate for time off during reference period

C = weeks in reference period

It is the duty of each member of staff to inform the Chief Executive of the hours that they have worked each week, particularly if the 48 hour week is being exceeded.

Travel to and from working visits is included as working time as are tea breaks.

All employees who work more than 6 hours must take at least 30 minutes rest break for lunch.

Annual leave and other holiday entitlements are as stated in the contract of employment. Staff are required to give at least one months notice of leave over two weeks in length and two weeks notice for leave of up to two weeks in length.

Extra days worked can be taken as Days off in Lieu. At the end of any month up to 10 days Time off in Lieu can be carried forward. Any additional days accrued will be lost unless there has been prior agreement with the Chief Executive Officer.