

Hours, Overtime and Travelling Time

1. The Purpose

This policy sets out the Forestry Commission's (FC's) position on hours, overtime and travelling time.

2. The Principles

The principles of the policy are to:

- ensure that employees are aware of their contractual hours;
- pay employees at the appropriate rates for approved hours spent working or travelling on official business, in excess of their weekly contractual hours;
- discourage excessively long working hours and support a satisfactory balance between work and personal life; and
- comply with legislative requirements in relation to working time, including the Working Time Regulations 1998.

3. The Policy

Standard contractual hours in the FC are:

Full-time non operational staff 42 hours a week (37 hours excluding lunch breaks)

Full-time operational staff An average of 44 hours a week (excluding lunch breaks) based on operational requirements.

Part-time staff Hours and working pattern agreed with management, in line with business needs.

Only staff in non-operational posts are eligible to claim overtime or travelling time. Further details on overtime and travelling time are available in HR Procedure - Hours, Overtime and Travelling Time. Your manager must agree in advance that it is necessary for you to spend time working or on official travel in excess of your weekly contractual hours.

3.1 Your responsibilities as an employee

You are expected to:

- make yourself aware of and understand this policy and associated procedure;
- work your contractual hours, ensuring that you do not consistently work less or excessively more than is required;
- take the necessary rest breaks;
- notify your manager of any issues that are likely to affect your ability to work your contractual hours or take the required rest breaks; and
- submit claims for payment of overtime and travelling time promptly and in line with the process set out in [HR Procedure – Hours, Overtime and Travelling Time](#).

3.2 Your responsibilities as a manager

You are expected to:

- make sure that you and your team are aware of and understand this policy and associated procedure;
- check and approve claims for overtime, travelling time and On-call Allowance and forward the claim form for payment;
- monitor the working hours of employees in your team and ensure that contractual hours are completed and working hours remain within reasonable limits;
- promptly notify the [Payroll Team, HR Services](#) of any agreed changes to employees' contractual hours; and
- take appropriate action to address any issues where the principles of this policy and the associated procedure are not being followed.

3.3 Human Resources responsibilities

Human Resources have responsibility for:

- including details of each employee's contractual hours in their terms and conditions of employment;
- providing advice and guidance on contractual hours, overtime and travelling time;
- processing claims for payment of overtime and/or travelling time; and
- monitoring and reviewing this policy and the associated procedure in consultation with the FC Trade Unions.