

Working Time Guidelines

Working Hours

Your place of work, working hours and your role are set out in your contract of employment.

However, we do have some simple good practice guidelines that we expect everyone to follow with regard to working hours.

- You are expected to report to work on time, at all times.
- This includes returning to work following any breaks during a working day or returning from holiday/leave.
- If for any reason you are unable to report to work on time, you must inform your line manager immediately, so that the appropriate cover arrangements can be made.

Persistent lateness, or absence of a short-term repetitive nature which is capable of measurement will lead to the matter being investigated and may result in disciplinary action being taken.