



WORKING TIME REGULATIONS POLICY

This Policy summarizes the Company's arrangements to ensure compliance with the general requirements of The Working Time Regulations 1998, as amended, as they apply to the Domiciliary Care market:

1. For the purposes of this Policy, the following definitions will apply:

1.1. 'Working Time' is defined as any period during which the staff member is undertaking work duties from the moment of 'signing in' to the moment of 'signing out', ie at the company's disposal. This does not include time spent travelling to and from home but DOES include time spent during shift duty hours travelling between Service Users.

1.2. A 'worker' is any individual working under a Contract of Employment or a Personal Contract in order to perform his or her allocated duties.

2. In preparing duty rotas and work placements, the Company's management will ensure compliance to the following key points of the Working Time Regulations 1998:

2.1. The maximum hours worked by any one individual is 48 hours per week. A staff member can voluntarily agree to 'misapply' this element, however, and sign the Company's Working Week Agreement;

2.2. Each individual is entitled to a minimum of 5.6 weeks paid annual leave on a pro-rata basis;

2.3. Each individual is also entitled to:

- A daily rest period of 11 consecutive uninterrupted hours between each working day;
- A weekly rest period of 24 hours;
- A daily rest period of 20 minutes where the working day is longer than 6 hours or appropriate compensatory rest where this is not possible.

2.4. Staff who undertakes work duties at night have the right to a preliminary Health Screening & Assessment. This will be renewed annually where duties require the staff member to work continuously at night.

3. The Company will maintain records of duty hours worked by all staff for a minimum period of 2 years. The requirements of the Company's Policy in respect of secure storage and data protection will apply.

Working time regulations policy opting out agreement

2.1.1 I _____ agree that I may work for more than an average of 48 hours a week. If I change my mind, I will give my employer 2 weeks' notice in writing to end this agreement

Signed: _____

Dated: _____