



Policy

Working Time Regulations

Issue Control Sheet

Issue Record Sheet	
NPSHR030.01	Please refer to document authors for full version history and amendments.

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Purpose

The Working Time Regulations was introduced on 1st October 1998 and this fulfilled the Government's obligation to implement the European Working Time Directive.

We positively discourage the working of excessive hours to promote colleague wellbeing that in turn supports a healthy work-life balance. This policy applies to everybody employed by Speedy and sets out the appropriate working practices to ensure compliance with all appropriate laws.

Responsibilities

Speedy Services

We are required to keep records of all the hours worked by colleagues who fall within the remit of the regulations to ensure that excessive hours are not being worked. The Health and Safety Executive has the power to enforce these provisions and to check that adequate records are being kept.

All Colleagues

Whilst we wish to discourage excessive working hours, contractually you have accepted that your hours of work may exceed the limit on average weekly working time applicable under the Working Time Regulations 1998. You may terminate such agreement at any time by giving no less than 3 months prior notice of termination in writing to the company.

The Regulations

- Colleagues should not be required to work more than 48 hours per week (including overtime) averaged over a 17-week period.
- Colleagues should not be required to work more than a maximum of an average of 8 hours night work per 24-hour period.
- Colleagues should have a minimum daily rest period of 11 consecutive hours before their next shift start time.
- Colleagues should have an unpaid rest break of at least 20 minutes, where their working day is longer than 6 hours.
- Colleagues should have a minimum rest period of one day per week.
- Colleagues that are engaged continuously for a period of 13 weeks or more, should have a minimum period of annual paid leave of four weeks per year (pro-rata to the number of weeks/hours worked).