

Landward Research

# OVERTIME POLICY



## Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2</b>	<b>PURPOSE .....</b>	<b>3</b>
<b>3</b>	<b>SCOPE .....</b>	<b>3</b>
<b>4</b>	<b>FLEXIBLE WORKING .....</b>	<b>4</b>
<b>5</b>	<b>TIME OFF IN LIEU (TOIL).....</b>	<b>4</b>
<b>6</b>	<b>PAID OVERTIME .....</b>	<b>4</b>
<b>7</b>	<b>ROLES AND RESPONSIBILITIES .....</b>	<b>5</b>
7.1	Employees' Responsibilities	5
7.2	Line Managers' Responsibilities	5
7.3	CEO Responsibilities	5
<b>8</b>	<b>HEALTH AND SAFETY .....</b>	<b>6</b>
<b>9</b>	<b>WORKING TIME REGULATIONS .....</b>	<b>6</b>
<b>10</b>	<b>OTHER RELATED DOCUMENTATION.....</b>	<b>7</b>
<b>11</b>	<b>REVIEW.....</b>	<b>7</b>

## 1 Introduction

Landward Research seeks to ensure that staff workloads are planned according to the resources available. And this means any need for staff to work overtime should be exceptional.

Landward Research recognises the benefits of staff members having good work life balance and promotes a flexible working system to support this. This allows staff members and their line managers to arrange workloads on a more flexible basis, thereby meeting the needs of both the company and its staff.

There are occasions when, due to work requirements, staff members might work more hours than they are contracted to do. Such occasions can be best if self-managed by using flexible working arrangements, or, with the prior agreement of their line manager, through the increased flexibility allowed for in Landward Research's Time Off in Lieu (TOIL) system.

In addition, there may be times when extra work arises which cannot be compensated with the use of flexible working or TOIL. In such cases the payment of overtime will be appropriate, if agreed in advance with the staff member's line manager. Overtime will only be considered in exceptional circumstances.

## 2 Purpose

This policy is intended to provide clarity on entitlements and procedures to be followed by staff members and managers when staff members need to work in excess of their contracted hours. It aims to ensure that staff are recompensed for carrying out such work in a fair and consistent way.

## 3 Scope

This policy applies equally and fully to any individual with an employment contract with Landward Research.

This policy applies equally and fully to Landward Research Ltd and to all subsidiary companies of Landward Research Ltd (on 17<sup>th</sup> January 2022: Landward Research Teoranta, Landward Limited Liability Company and Landward Limited).

## 4 Flexible Working

All staff at Landward Research are given the flexibility to choose when and where to work their contracted hours.

If a staff member works in excess of their normal contracted hours when there are genuine tasks to be completed at work, then a maximum of 12 additional hours can be accrued in any rolling four week period (*pro rata*; a person who is contracted to work 100% FTE can accumulate a maximum of 12 additional hours, while a person who is contracted to work 50% FTE can accumulate a maximum of six hours, etc.). This time can be taken as flexi leave within the same four week rolling period. Flexi leave should be requested and agreed with the staff member's line manager.

Any hours worked in excess of a staff member's normal contracted hours that are beyond the 12 additional hours allowed as flexi leave must follow Time Off In Lieu (TOIL) processes.

## 5 Time Off in Lieu (TOIL)

With the prior agreement of their line manager, staff can request to use the Time Off In Lieu (TOIL) process.

TOIL is regarded as time accrued after normal contractual hours have been worked, which can be taken as time off on a like for like basis (e.g. if two hours are worked, then two hours can be credited as *lieu* time) within six months of its accrual. Ordinarily such occasions are best managed by flexible working arrangements.

A shared record of any TOIL agreed should be maintained by both the staff member and their line manager.

## 6 Paid Overtime

Paid overtime will only be considered in exceptional circumstances. In these circumstance staff members must have prior authorisation from their line manager and staff members will be paid at the rate detailed in their contract.

## **7 Roles And Responsibilities**

### **7.1 Employees' Responsibilities**

Each staff member should ensure that they manage their normal workload within their contracted hours. Before accepting any additional work, staff members must consider the impact on their normal workload and discuss any concerns with their line manager.

Prior to accepting overtime staff should ensure that they take into consideration the health and safety issues outlined in this policy and ensure they are complying with the Working Time Regulations.

### **7.2 Line Managers' Responsibilities**

Line managers must ensure that workload is planned and managed in such a way as to keep the need for overtime to an absolute minimum. Line managers must always consider whether staff members have spare capacity before requesting that new / additional work is undertaken.

Line managers must ensure that the CEO and Strategy and Operations Manager are given full details of any overtime pay that is due to staff members each month.

Prior to authorising overtime, line managers should ensure that the staff member is eligible for overtime under the terms and conditions of their employment contract. And, if so, take into consideration the health and safety issues outlined in this policy and Working Time Regulations.

### **7.3 CEO Responsibilities**

The CEO will have a role in ensuring that workload is planned and managed in such a way as to keep the need for overtime to an absolute minimum. They will ensure

that sufficient resources are made available to allow staff members to meet the demands of their role without the need for regular overtime.

## 8 Health And Safety

It is in the interests of the health and safety and well-being of staff that work in excess of contracted hours of duty in a week is kept to a minimum wherever possible.

When allocating/authorising overtime line managers need to be aware of health and safety considerations and to consider any potential risks, particularly the risk of fatigue and the need to take breaks:

- Fatigue: excessive overtime may make staff tired. This may then pose a risk to themselves or others. Where appropriate, line managers should carry out risk assessments and take whatever steps are reasonable and necessary to eliminate or minimise those risks.
- Breaks: it is important to note that in line with the Working Time Regulations, all employees who are required to work for more than 6 hours continuously are entitled to an unpaid rest break of 20 minutes within that 6 hour period. Staff under the age of 18 are entitled to take 30 minutes break (unpaid) if they work for more than 4.5 hours continuously.

## 9 Working Time Regulations

The Working Time Regulations 1998 stipulate that adult workers (i.e. workers aged 18 and over) cannot lawfully be required to work more than an average 48 hours a week calculated over a rolling (or static) reference period of 17 consecutive weeks. The Regulations do however allow an adult worker to “opt out” of the maximum 48-hour week so long as they do so voluntarily and in writing.

In order to promote work-life balance for staff, Landward Research does not encourage its employees to “opt out” of the maximum 48 hour working week.

Staff members and line managers should also ensure that the following entitlements under the Working Time Regulations are adhered to:

- Staff members are entitled to 11 hours uninterrupted rest between each working day

- Staff members are entitled to one whole day off per week, or two whole days off every two weeks - only in exceptional circumstances should staff members be permitted not to have at least one whole day of relaxation per week
- Young workers (i.e. those aged 16 and 17) must not be permitted to work for more than eight hours a day or 40 hours in any week, including overtime. Young workers are entitled to 12 hours uninterrupted rest between each working day and are also entitled to two days off each week.

## 10 Other Related Documentation

Where necessary, this policy should be read in conjunction with other Landward Research Policies, such as:

- Health and Safety Policy
- Performance Management Procedure
- Code of Conduct
- Absence Management Procedure
- Equity, Diversity, and Inclusion Policy
- Prevention of Sexual Harassment Policy
- Annual Leave Policy

Relevant Legislation:

Health and Safety at Work Etc Act 1974  
Working Time Regulations 1998

## 11 Review

Landward Research will review this policy on an ongoing basis and carry out a formal review not less than every 3 years. Such review shall take into account the operation of the Policy since the last formal review, any legal or regulatory developments, an assessment of current best practice and any other relevant information.