

Working Time

The Working Time Regulations 1998 were introduced to cover the following:

- Working Time
- Night Working
- Rest Breaks
- Holidays

What is Working Time?

Working Time is defined as, time during which the employee is working at the company's disposal and carrying out activity or duties for the benefit of the company.

Travel to and from an employee's normal place of work will not be considered as working time. Travel elsewhere is likely to be classed as working time. Where an employee has to travel outside their normal area of activity, e.g. to attend a training course or, to attend a meeting at another branch this may be classed as working time.

Working time should not normally exceed 48 hours per week when averaged over a 17 week period. Employees who will be expected to undertake additional hours should sign an opt out agreement.

Working Time Regulations Checklist

-Employers should ensure that they have a policy in place on Working Time Regulations and employees should make sure that they have read it

-Employers should monitor the working hours of their employees and ensure that they are not regularly working more than 48 hours' per week without an opt out

-Employees should be told to declare immediately if they are working for another employer where the aggregate hours worked exceeds the 48 hour minimum

-No employee who is classed as a night worker whose work is defined as hazardous must work more than eight hours per shift

-Every employee who is a night worker should receive an annual health check. For new employees a check should take place prior to their employment commencing

Working Time FAQs

Q: What rest periods are employees entitled to?

A: Staff working more than 6 hours continuously must have a rest break of 20 minutes. The break can be unpaid. All staff are entitled to not less than 11 consecutive hours of rest in each 24 hour period and an uninterrupted rest of not less than 24 hours rest in a 7 day period. The weekly rest can be averaged over a 12 week period.

Q: Can employees refuse to work more than 48 hours per week?

A: Yes, they can.

Q: Are there different rules on working time for younger workers?

A: Yes, younger workers get additional rest breaks