

GUIDE TO WORKING TIME REGULATIONS



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Nationwide Payroll Company is a fully
accredited BACSTEL-IP bureau
Established 1994

DEFINITIONS

Worker:

Someone who has a contract.
Someone who is paid a regular wage/salary.

Young Worker:

Someone who is above minimum school leaving age, but under 18.

WORKING TIME LIMITS

Workers cannot be forced to work more than an average of 48 hours a week. Young workers are not normally permitted to work more than 8 hours a day or 40 hours a week.

Working time includes travelling, if included as part of the job (travelling to a meeting etc), working lunches and job related training. Working time does not include travel between home and work, lunch breaks and day release or evening courses. The average working week is calculated over the average of 17 weeks. Workers can agree to work beyond the 48 hours limit (must sign an opt-out agreement). Workers are able, under certain conditions, to cancel an agreed opt-out.

WORKING AT NIGHT

Someone who works at least three hours at night between 11pm and 6am is classed as a night worker. Night workers should not work more than eight hours on average (calculated over 17 week average). A night worker cannot opt-out of the night work limit.

Young workers should not ordinarily work at night (there may be some exceptions to this rule). Generally a worker who is on-call or sleeping in, on work premises, is not "working". Working time is when the worker concerned is actually working - not just available for work.

HEALTH ASSESSMENTS FOR NIGHT WORKERS

If you are an employer of night workers you must offer a free health assessment. Workers do not have to take this, but must be offered it by their employer. A health assessment can be made of two parts which consist of a questionnaire and a medical examination. The examination is only required if the employee has any concerns relating to the workers fitness for night work.

TIME OFF

Daily rest

Each worker is entitled to a rest period of 11 uninterrupted hours between each working day.

A young worker is entitled in each 24 hours to 12 uninterrupted hours. If a worker is required to work for more than six hours, they are entitled to a 20 minute break. This must be taken during the six hours period and not at the beginning or end. If a young worker is required to work for more than four and a half hours, they are entitled to a rest of 30 minutes. Again, this must be taken during the four and a half hour work period.

Weekly rest

A worker is entitled to one whole day off a week.

A young worker is entitled to two days off each week.

Days off can be averaged over a two-week period.

Days off are taken in addition to paid annual leave.

This guide is not a definite statement of the law but outlines the basic concepts only.



Further details can be obtained from:

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