

Royal Mail Group's Working time policy sets limits on the amount of hours you can work in any week. This is to support your health, safety and wellbeing, while ensuring we comply with the law. It is important that you work within the agreed limits on working hours per week that are set out in the Working time policy.

As a manager you have a responsibility to make sure that your working hours are kept within reasonable limits and, together with your manager, you should monitor your working hours for this purpose. Inform your manager if you think that you may be working excessive hours, and don't volunteer for overtime if it means you'll exceed the limits.

Working hours limits

- If you have signed an opt-out form (available on the Policy & Information site on PSP under Letters and Forms), you can work a maximum of 65 gross hours in any week. This includes conditioned hours, any overtime (see managerial overtime guidelines below) and paid meal breaks. Opting out is voluntary and you can change your mind at any time by giving one month's written notice.
- If you haven't signed an opt-out form, you must not work more than an average of 48 hours net (53 hours gross including conditioned hours and overtime) in any week.
- If you have any questions or concerns about your working hours and the above limits, you should talk to your manager.



Rest breaks

- You must have an 11 hour uninterrupted break from work each day.
- You must also have a 24 hour uninterrupted break each week, or one 48 hour break each fortnight.



Night workers

- If you normally work at least three hours between 11pm and 6am, you are a night worker.
- You should have the opportunity to have a health assessment every three years or can request one at any time if you have concerns about your health.



Want to know more?

Further useful information on working hours limits can be found in the Working time policy.

Employment policies at-a-glance



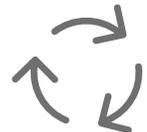
WORKING TIME FOR MANAGERS (UNITE/CMA represented grades)

March 2016

Managerial overtime

There may be occasions when you are requested to work additional hours above your conditioned hours. Managers graded EL1 and EL2 do not qualify for overtime payments, with any additional hours worked through TOIL. Delivery office managers (DOMs, pay grades DM1 to DM4) are also non-overtime, with payment of the DOM allowance recognising the flexibility required to manage their delivery unit. Delivery line managers graded ML3 or 4 may claim overtime, but this must have been pre-authorised by your delivery sector manager in advance.

The overtime is paid for at the rate appropriate to the work being performed, irrespective of the grade of the employee (for example, mails work performed by ML4 manager or LA1 administrative employee, is claimed at rates appropriate to the postal grade. Managerial work being performed is claimed at the appropriate manager rate). Overtime must only be claimed and authorised when it has actually been worked, and is paid to the actual hours and minutes worked, not rounded up or down.



Time Off In Lieu (TOIL)

A manager graded EL1, EL2 and DOMs graded DM1 to DM4 can claim TOIL if they have been required to work beyond their conditioned hours. For small amounts of TOIL, the recording and taking of the compensatory time off should be managed and agreed through your line manager. Where larger amounts of TOIL are built up, compensatory time off should be agreed through the normal holiday selection process for the unit and business concerned.



Want to know more?

Further useful information on working hours limits can be found in the Working time policy.