

People Guides

WORKING TIME

Our goal is to have engaged and helpful colleagues who will deliver ever improving customer service.



Manchester Airports Group

Manchester Airports Group has a responsible approach to the health, safety and welfare of all colleagues and aims to promote a balance of working and home life. All colleagues have a responsibility to look after their own health and safety in respect of working time.

The Working Time Regulations lay down some rights and responsibilities associated with working time and, together with your manager, you should ensure that they are observed. In summary these are:

- Your weekly working time is limited to 48 hours averaged over 17 weeks. If you work annualised hours your working hours are averaged over 52 weeks;
- If you're a night worker your daily working time is limited to 8 hours averaged over 17 weeks. You're likely to be classed as a night worker for the purpose of the Regulations if you work nights regularly as part of a shift system;
- If you're a night worker you're entitled to free health assessments at regular intervals.

You're also entitled to:

- 11 consecutive hours' rest per 24 hour period;
- 1 day off per week or 2 days off per fortnight;
- A minimum rest break of 20 minutes if your working day is longer than 6 hours;
- Paid annual leave (prorated if appropriate) 28 days including public holidays.

If you're under 18 you have slightly different entitlements in some areas:

- A more detailed health assessment for night work;
- 12 hours' daily rest and 2 days off each week;
- A rest break of 30 minutes when the working day is longer than four and a half hours.

The Company exceeds most of these basic entitlements or has agreements in place covering working arrangements e.g. the dates of the annual leave year.

The Regulations give the option to opt out of the restriction on weekly hours. However, the Company considers that working an average in excess of 48 hours per week is not healthy and will not approve requests to do so.

If you have another job, the Company still has a responsibility to ensure that your total working hours are not excessive and you should request permission in advance via the form contained in the Other Work Procedure (MAG), available on MAGnet.

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If you have any further queries, please raise them with your immediate manager who will seek clarification from HR Shared Services if required.

Scope:

The Working Time Regulations apply to everyone working within Manchester Airports Group except for genuinely self-employed contractors and members of ExCo*. This includes full-time or part-time employees, contractors employed by an agency, apprentices, vacation students and trainees.

* ExCo members are classed as “Autonomous Decision Takers” and are expected to be in complete control of their own working time. They are therefore exempt from the Regulations.

REVISION HISTORY

Date	Revision Description	Revised By
01.02.09	MAG issue	Nikki Wollerton
01.03.10	MAG Issue at Humberside	Vickie Blackhurst

This guide is approved by:
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