

## Employment in Off-Duty Hours

An employee's off-duty hours are his or her own concern. However, private interests should not conflict with working for the Council. The Working Time Regulations also require that all employment paid or otherwise is taken into account when ensuring that an average 48 hour working week is not exceeded (see Employment Handbook, Section 10, Hours & Leave, Working Time Policy). To meet the requirements of the regulations all employees must obtain the prior approval of their Manager should they be considering any additional employment. New employees must inform their Manager of any existing employment that they wish to continue whilst working for the Council.

The Council has a responsibility to assess the levels of stress and work-life balance on an employee's health, safety and welfare. It is recognised that tiredness and loss of attention are major factors in road traffic and workplace accidents and these are often associated with long working hours.

Failure to inform the Manager/Team Leader will hinder the Council in meeting its health and safety duties and will be considered a serious matter. Employees must complete and return the section below to the Manager if they have or are considering any additional employment.

It is not possible to lay down strict guidelines about work in off-duty hours because circumstances etc. will vary and a degree of judgement is bound to be involved. Permission will not be withheld unreasonably. If an employee is dissatisfied with a Manager's decision, he/she will have the right to use the grievance procedure.

---

### Request to Undertake Additional Employment

I am currently employed/considering employment\* with

Person/Organisation/other Council Service\* .....

Brief description of employment and approximate times of work:

Average number of additional hours per week ..... (if an average of 48 hour per week from all employment is exceeded, refer to Section 10, Hours & Leave, Working Time Policy, Opt-out Agreement)

Signed (employee) ..... Print Name .....

Date .....

\*Delete as appropriate

To be returned to your Manager or Team Leader and retained on Personal File