Working Time Regulations

The Working Time Regulations came into effect on 1 October 1998; these regulations determine the time that people in the UK may legally be required to work. The regulations apply to all workers (not just employees) and stipulate minimum rest breaks, daily rest, weekly rest and the maximum average working week.

The main provisions of the regulations include:

- Employees should not be required to work more than a maximum of 48 hours a week (including overtime) averaged over a 17 week period (employees may, if they wish to, opt out of the limit). If the employee works for more than one employer, the amount of combined hours should not be more than 48 hours on average per week
- Employees should have a minimum daily rest period of 11 consecutive hours
- Employees should have an unpaid rest break where the working day is longer than 6 hours
- Employees should have a minimum rest period of 1 day per week

Exceptions to the Regulations

These rules don’t apply to jobs:

- where the working time is not measured* and the worker is in control - e.g. managing executives with control over their decisions
- in security and surveillance
- where 24-hour staffing is required

*All staff under the following terms and conditions of employment will be considered as unmeasured:

- Academic Teaching
- Clinical
- Research
- Administrative and Other Related
- Academic Computing and Library

In order that the University complies with the Working Time Regulations, all staff groups (except for those listed above) are required by law to comply with all provisions of the Regulations. The only way employees can be permitted to work in excess of an average of 48 hours a week averaged over a 17 week period will be if they formally agree in writing to opt out of this provision which has been introduced to protect their health and safety at work. Whilst the University discourages excessive working hours, it accepts that individual employees have the right to waive their rights to the 48 hour limit provided they sign a formal document to confirm it is their intention to opt out of the 48 hour ruling. Any employee who wishes to opt out of this provision will need to complete the opt out form and return to their Local HR Team for recording.

1. Workers with more than 1 job can either:
   - Consider signing an opt out agreement if their total time worked is more than 48 hours
   - Reduce their hours to meet the 48 hour limit

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