

## Reference periods

The reference period is used to calculate your average Working Time Directive (WTD). There are several different ways to keep a reference period and they can also consist of different lengths.



17  
WEEKS

### The Basic Fixed Calendar

This is a set period of time for 17 weeks, where all of the WTD is added together and divided by the total number of weeks, this being the 48 hour average and should not be exceeded; this period must be filed upon completion and a new period begins.

Default reference periods will begin at 00.00 on the nearest Monday morning on or after 1st April, 1st August and 1st December each year. Therefore, if a company fails to set its reference periods, then the Government's default dates are applicable.

### What counts towards working time in the reference period?

- Drive
- Other Work
- Holidays: For the purposes of calculating your WTD, any single days of holiday you take will be recorded as 8 hours of work. If you take 5 consecutive days of holiday, then a full week is recorded as being 48 hours. Any holidays which you take beyond your contracted entitlement (usually 20 days), will be recorded as rest days and no hours are added to your WTD.
- Bank Holidays are free days which do not count towards your Working Time Directive. This is of course void if you work at all during the bank holiday.
- Paid Sickness: Sick days are calculated exactly the same as regular holidays; 8 hours are added for a single day, or 48 hours for 5 consecutive days.
- Mandatory Training: If you attend any training which is mandatory, this will also count towards your WTD. This does not include training which you do as part of your personal lifestyle or in your free time.



# Reference Periods

## What does not count to towards Working time:

- Breaks: Breaks taken during shift do not count towards WTD.
- Rest days: Weekly rest or any day where you are not partaking in any work or paid holiday, do not count towards the WTD reference period.
- Period of availability: Any POA taken on shift does not count towards WTD.
- Bank Holidays

## How Employ Recruitment work out your 48 Hour average:

- Our system works out your hours from the hours you give to Employ Recruitment via the app. The system will then calculate your total break, POA and other work for that week to determine your total hours, this will then count towards your WTD.
- If no breakdown of your hours is given to us, the system will only calculate the hours you have supplied, so if a driver hands in a start time of 10:00 and finish at 22:00, an automatic deduction of 45 minutes break will be made, as the system presumes the rest is drive time.
- It is imperative that all drivers hand in their full shift breakdown for this reason, without your full shift breakdown, the system will tell us that you are not legal to work which will affect us booking you on shifts.

