

ABSORPTION – SOME SIMPLE GUIDELINES.

- **FIRST THING TO DO IS STOP COMING IN EARLY. START ON TIME**
- **MAKE SURE YOU TAKE YOUR FULL MEAL RELIEF ENTITLEMENT**
- **MEAL RELIEF'S SHOULD NOT BE TAKEN AT THE END OF DUTIES**
- **PUT ALL ADDITIONAL POUCHES OUT**
- **ADHERE TO THE POUCH WEIGHT MATRIX OR 1st POUCH 16KG MAX - REST 11KG MAX**
- **DO NOT USE PRIVATE CARS ON DELIVERY**

Extract from National Agreement below.

'Both parties are committed to introducing new ways of working throughout the business by April 2008. (Revised timescales have subsequently been nationally agreed) In order to achieve this there will be a trial in four offices per AGM area covering the following:

- New arrangements to cover for one another and develop sensible options to absorb absences, and increased workload, where time exists within normal hours
- To ensure all paid work hours are utilised
- To create a working environment where employees, CWU reps and managers feel valued and motivated.

This flexibility could also facilitate arrangements for employees to make their own arrangements to cover and swap duties (subject to approval from their manager) – within contracted hours, providing quality of service is not adversely affected and there are no additional costs to the business'.

- **Bombard managers with requests to finish early, start late and swap duties**
- CWU reps should ask managers to demonstrate how they have identified spare capacity on a delivery. Also how have they come up with the amount of work that is being asked to absorb. Can we see the calculation? This is a perfectly reasonable request. If you are not happy invoke the IR Framework.
- Remember members cannot be forced to work beyond their time. The key is **ABSORPTION** not extension.