



Working Hours Proposal

# The Proposal

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A change to how pay is calculated.

By removing paid breaks but **increasing** hourly rate.

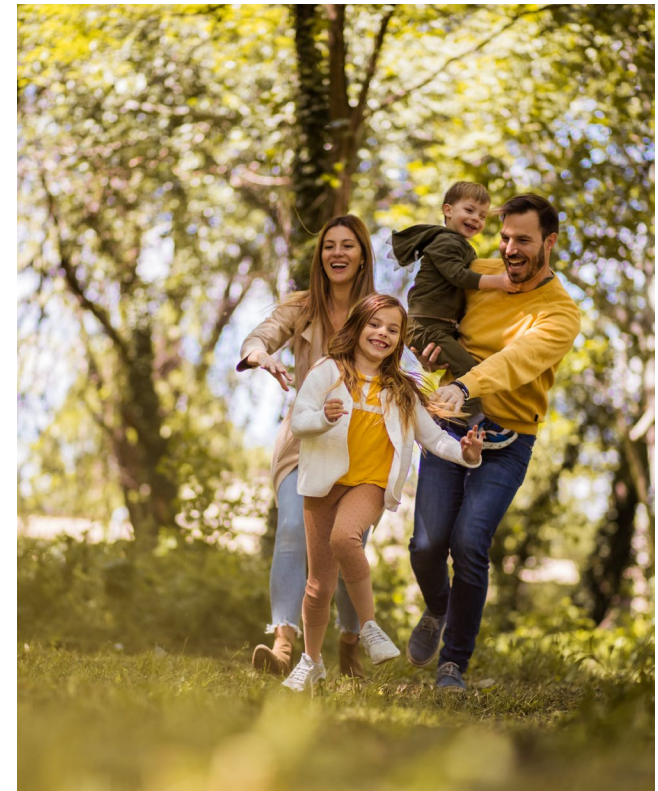
**Increase** Overtime rate.

Everybody in the group will benefit from **flexi holidays**.

New shift pattern to finish half an hour **earlier** – Mon-Thu.

Reduce the working week to finish Friday lunchtime.

- **Extending your weekend**



# Why are we doing this?

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We must modernise,

- current practices are over 30 years old,
- we need to match what most industries are doing.

Competitiveness,

- by aligning shifts, we can manage costs better.

External Pressures.

- eg, the cost of energy.

Compressed week will reduce the risk of future lay-off days.



# Will I end up being paid less?

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**NO**

There will be no reduction to pay.

We propose to;

**INCREASE** your hourly rate,

**INCREASE** your overtime rate,

**INCREASE** your free time,

Introduce **FLEXI-HOLIDAYS** for all employees.



# Examples of hours worked

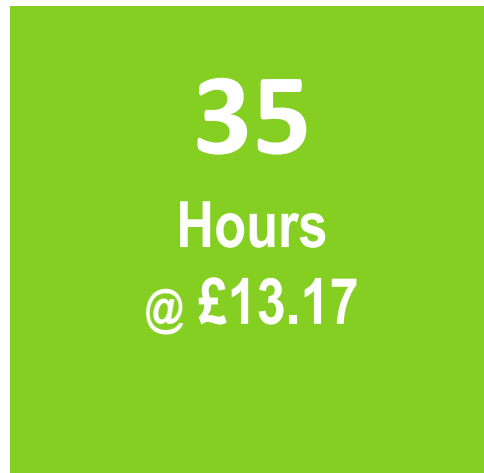
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**TODAY**



**= £457.60**

**PROPOSED**



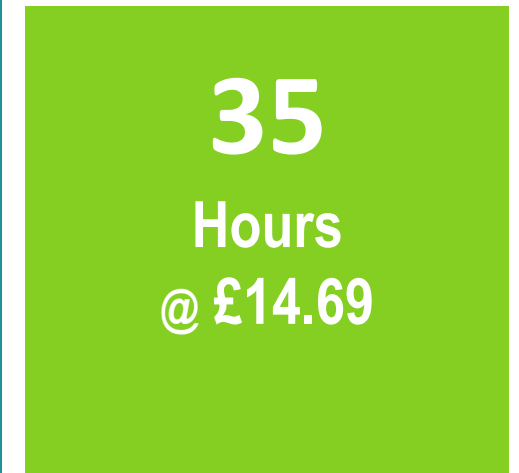
**= £460.93**

**TODAY**



**= £514**

**PROPOSED**



**= £514**

# What happens to my holiday?

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## TODAY



= 176 Hours divided by 8 Hours

## PROPOSED



= 155 Hours divided by 7.5 Hours (plus a little extra)

# What about about bank holidays?

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The only difference is when a Bank Holiday falls on a Friday at Christmas and Easter.

To Guarantee you won't lose out we have increased your entitlement.

We will treat any Friday as if it were a full day.



# Who is this for?

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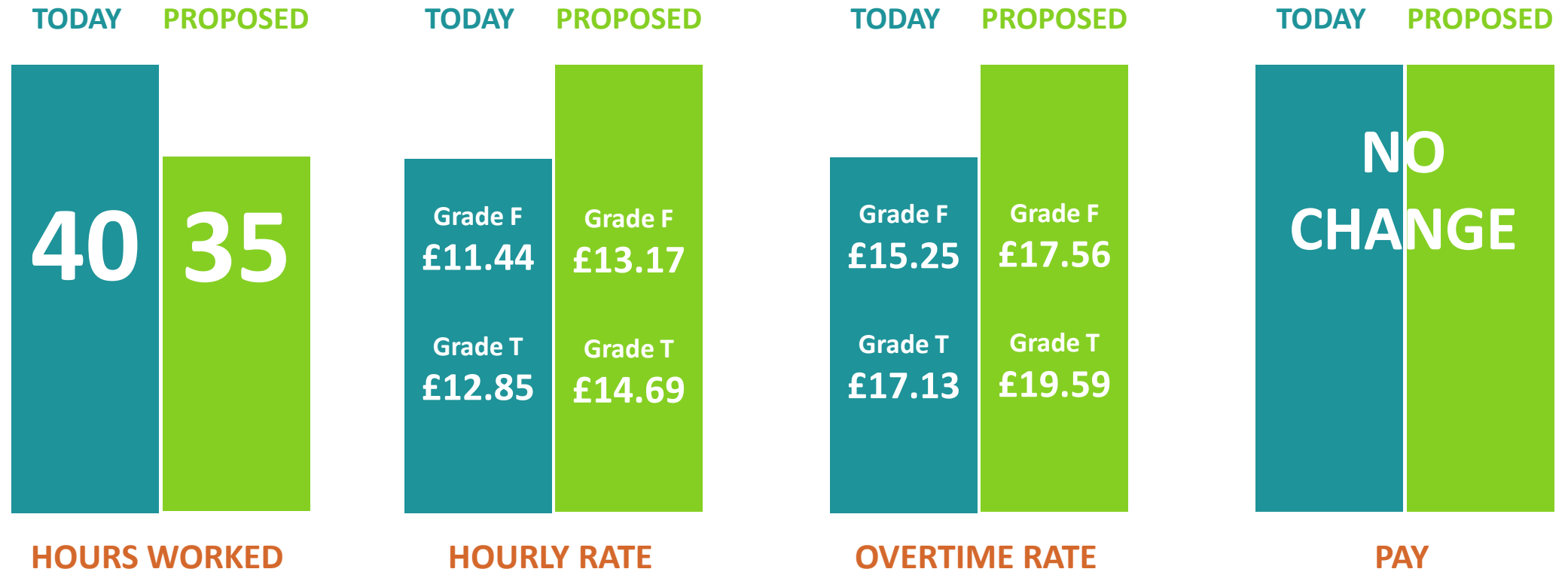
All Hourly paid employees across the Trowbridge Site.

Monthly paid employees are under review.





# Examples of hours worked



# Questions and Answers

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**Q: Can we transition to a four-day work week?**

A: While moving to a four-day work week is our ultimate goal, at this stage, our company is not in a position to adopt this change. We need to consult with our customer base to ensure that it is commercially viable for both the business and our customers.

**Q: Will stores still receive paid breaks?**

A: The stores will be adopting a new shift pattern, which will involve a change from paid breaks to unpaid breaks. However, there will be no loss in overall pay.

**Q: Why are the stores not included in the initial changes?**

A: The stores will be included, but we need to finalise the production pattern first which will determine the new shift pattern for the stores team.

**Q: Will there be changes for office staff? Will they receive more holidays?**

A: Yes, office staff hours will be changing, and their holiday allowance will be adjusted in line with the new reduced hours. The office staff will not receive 'more' holiday.

**Q: Will Gainsborough follow the same hours?**

A: Yes, we will implement the same shift pattern across all Trowbridge sites.

# Questions and Answers

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**Q: When will the bonus start?**

A: A bonus scheme that will cover all Trowbridge sites, not just Airsprung Beds will be introduced. This requires further development, and once it is ready, I will share the details with the workforce to explain how it will work.

**Q: What will happen with holidays this year?**

A: Once a proposal is agreed upon and we adopt the new shift pattern, we will calculate the holiday allowance for each individual, ensuring everyone understands their remaining holiday entitlement.

**Q: How will we accommodate individuals working different hours?**

A: For those on different hours, we will conduct one-on-one discussions to explore the best options for each individual and ensure we continue to accommodate their flexible work patterns as we do currently.

**Q: Can layoff days be scheduled on Fridays to minimise financial loss?**

A: With the new compressed hours, I believe layoff days will not be necessary. However, in the event of extreme circumstances requiring layoffs, we will aim to schedule them on Fridays to reduce the impact.

# Questions and Answers

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**Q: What happens if the proposal is not approved?**

**A: Employees who are currently paid above the national minimum wage:**

Regarding pay rates, those earning above the minimum wage will see no changes.

**A: Employees who are currently paid the national minimum wage:**

The current NMW is **£11.44 per hour**.

As an example, an employee who currently works 40 hours per week (including paid breaks), is paid **£457.60 per week** (40 x £11.44).

Starting April 1, 2025, the new national minimum wage will be set at **£12.21** per hour.

Here is an explanation of how your pay would be calculated with effect from April 1, 2025:

For NMW purposes, you must be paid at least **£12.21** for every hour worked (excluding breaks).

If you are at work for 40 hours per week, but take 2.5 hours for breaks, you must be paid at least **37.5 x £12.21 = £457.88** per week.

So, with effect from April 1, an employee working **40 hours** per week (including 2.5 hours of breaks) would be paid **£457.88** per week.



Thank you

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