

## **Flexitime – Support Staff**

### **Purpose**

This policy describes the entitlement of employees to use flexi-time. The flexi-scheme is intended to allow employees to work pre-arranged times that suit their individual circumstances whilst ensuring service standards are maintained.

### **Standard Hours**

All employees shall agree their standard working arrangement with their line manager. Standard working hours may be agreed which include working different hours on each day of the week and can be based either on the individual's working pattern or a team's working pattern to maintain service cover and opening times.

The standard full-time working day is defined as a period of 7 hours and 24 minutes for support staff over a five-day week, subject to the following limits:

Earliest commencement time:	8.00am
Latest commencement time:	10.00am
Minimum break period:	20 minutes ( <i>which must be taken before an individual works six hours</i> )
Earliest finish time:	4.00pm
Latest finish time:	6.00pm <sup>[1]</sup>

### **Recording**

Each employee is required to record their arrival time at their place of work, record times in and out for lunch, record the time they leave their place of work and record any special entries in respect of visits or off-site starts and finishes. Each individual is responsible for ensuring their own accurate recording of all times of attendance. Paper or electronic records should be kept in a central location and should be signed by the employee at the end of each accounting period as a correct record.

Each employee will calculate the number of hours worked in each week and each accounting period. The accounting period is a fixed four weekly block and contractual hours for the accounting period will be 4 x contractual hours e.g. for a full time member of support staff it will be 4 x 37 = 148.

At the end of each accounting period employees may accumulate no more than 30 hours credit and no more than 8 hours debit to carry forward into the next accounting period (pro-rata for part-time staff). Credit in excess of 30 hours will be lost. Credit hours may be used in the current or next accounting period, subject to approval of the line manager, or may be carried forward subject to the overall maximum of 30 hours not being exceeded. Debit in excess of eight hours will need to be made up through working additional hours in the following accounting period. Where this is not possible excess debit time will either be deducted from annual leave or through a deduction from salary. This will be determined in agreement with the employee and HR notified. The line manager, may authorise the carrying forward of a credit or debit in excess of the permitted maxima.

At the end of each accounting period the sheet must be signed by the employee as a correct record of hours worked. Each manager should regularly audit record sheets to ensure the scheme is being

correctly implemented. Any instance where it appears the scheme is being incorrectly applied or abused should be reported to the HR Department prior to further investigation.

## **Booking Flexi-Leave**

All flexi-leave must be booked in advance by the employee. Flexi-leave may be taken as hours during the day, as half days or full days. Flexi-time will only be approved where it does not compromise the operation of service standards.

## **Special Circumstances**

### a) Starting and finishing at another location

Where an employee starts or finishes the working day at a location other than the usual signing in/out point the actual times of starting and finishing will be added by the employee to their record at the first available opportunity. Conference/training attendance should be recorded as standard working time.

### b) Working outside standard hours

Where an employee is required to work outside the normal standard hours as an exception these hours will be counted as working hours. This should be recorded as a special circumstance on the record sheet. Where working outside normal standard hours is required as a regular practice the scheme should be amended and/or alternative fixed start and finish times agreed.

### c) Medical appointments

Staff attending medical appointments (excluding ante-natal or appointment relating to industrial injury) are expected to arrange them outside working hours where possible. Appointments in work time should be approved in advance and will count as a debit against hours worked. Appointments should be recorded as a special circumstance on the record card. Where flexi-time is not available agreement must be made with the line manager to make up hours or to take time off (hours) as annual leave or unpaid leave. Ante-natal time or appointments relating to industrial injury are classed as working hours. Where an appointment involves treatment which means the employee is unfit to work this should be recorded as sick leave. Where there is a medical condition which requires treatment on a regular basis for a prolonged period (e.g. daily treatment over the course of a week or more, weekly treatment over the course of a month or more, monthly treatment over the course of five months or more) and it is certificated through a hospital letter or medical practitioner letter this will be recorded as sick leave and will count against an individual's sick pay entitlements.

### d) Overtime and TOIL

Overtime provisions exist outside the scope of this scheme. Overtime will only apply outside the standard hours when the weekly contractual full-time equivalent number of hours has been worked. Rates of pay will be determined in accordance with University conditions of service. Overtime must be approved in advance. Time off in Lieu (TOIL) provisions exist outside the scope of this scheme. TOIL must be approved in advance.

e) Sick Leave

Sick leave will count as standard hours on the record sheet.

f) Annual leave

Annual leave will count as standard hours on the record sheet.

### **General Condition**

Operation of this scheme is introduced on the understanding that it shall not reduce the efficiency of the normal activities of the University. The details of the scheme may be changed if at any time this condition is not being met. The opportunity to participate in this scheme may be withdrawn by the line manager from any member of staff if they do not consistently meet the requirements of the scheme in any respect.

Falsification of record cards will be treated as fraud and penalties will apply in accordance with the disciplinary procedures.

Managers who are considering withdrawal of the scheme or who suspect falsification should consult their HR Manager in the first instance.

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[1] Where the pattern of normal working is such that someone is regularly required to work after 6pm the School/Service may amend the latest finish time. This may apply to staff required to work after 6pm throughout the year or just for a period of peak working e.g. administrative staff during marking periods. Where any amendments are made these should be discussed with staff, put in writing and given to each staff member who is directly affected. A copy of the written amendment must be sent to your HR Manager.