

## Flexitime – Support Staff

### Purpose and Context

This policy describes the application of the University's flexi-time scheme.

### Scope

This policy applies to support staff who have flexi time arrangements in place in their department.

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## 1 Introduction

- 1.1 The flexi-scheme (where operated) is intended to enable members of staff to work pre-agreed times that suit their individual circumstances whilst ensuring service standards are maintained.

## 2 Standard Hours

- 2.1 Members of staff should 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 office opening times where applicable.
- 2.2 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

- 2.3 Where the pattern of normal working means that a member of staff 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.
- 2.1 Where any amendments are made these should be discussed the member of staff and confirmed in writing.

## 3 Recording

- 3.1 The member of staff is required to record the time they start work, record times in and out for lunchbreak, and record the time they finish work.

- 3.2 The member of staff is responsible for ensuring their own accurate recording of all times of attendance. Paper or electronic records should be kept in a central location. Details entered should be a true and accurate record of hours worked.
- 3.3 The member of staff 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.
- 3.4 At the end of each accounting period members of staff 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).
- 3.5 Credit in excess of 30 hours will be lost. Credit hours may be used in the 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.
- 3.6 Debit in excess of eight hours will need to be made up through working additional hours in the next accounting period. Where this is not possible excess debit time will either be deducted from annual leave or through a deduction from salary.
- 3.7 At the end of each accounting period each manager should regularly audit record sheets to ensure the scheme is being correctly implemented. Where the scheme is being incorrectly applied or abused the manager should contact the Human Resources Department prior to further investigation.

#### **4 Booking Flexi-Leave**

- 4.1 All flexi-leave must be booked in advance by the member of staff providing reasonable notice. Flexi-leave may be taken as half days or full days. Flexi-time will only be approved where it does not compromise the operation of service standards.

#### **5 Special Circumstances**

- 5.1 Starting and finishing at another location

Where a member of staff starts or finishes the working day at a location other than their usual place of work, the time the member of staff started and finishes work should be used. Conference/training attendance should be recorded as standard working time.

- 5.2 Working outside standard hours

Where a member of staff 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.

### 5.3 Medical appointments

Members of 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 flexitime 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 member of staff 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.

Where there is no flexi scheme in operation staff should refer to the guidelines on time off from work for medical/dental appointments for staff not working flexi-time.

### 5.4 Overtime

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.

### 5.5 Sick Leave

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

### 5.6 Annual leave

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

### 5.7 Hybrid Working

Where flexitime is available to a support member of staff, this is applied to working both on and off campus and the usual procedures must be followed.

## 6 General Conditions

- 6.1 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.

6.2 Falsification of flexi records will be treated as fraud and will be considered in accordance with the University Disciplinary Procedure.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
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