**Flexitime Periods for 2025**

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| **Start Date** | **End Date** |
| Monday 23-December-2024 | Sunday 19-January-2025 |
| Monday 20-January-2025 | Sunday 16-February-2025 |
| Monday 17-February-2025 | Sunday 16-March-2025 |
| Monday 17-March-2025 | Sunday 13-April -2025 |
| Monday 14-April-2025 | Sunday 11-May-2025 |
| Monday 12-May-2025 | Sunday 08-June-2025 |
| Monday 9-June-2025 | Sunday 06-July-2025 |
| Monday 07-July-2025 | Sunday 03-August-2025 |
| Monday 04-August-202 | Sunday 31-August-2025 |
| Monday 01-September-2025 | Sunday 28-September-2025 |
| Monday 29-September-2025 | Sunday 26-October-2025 |
| Monday 27-October-2025 | Sunday 23-November-2025 |
| Monday 24-November-2025 | Sunday 21-December-2025 |

Above is a list of all the flexitime periods in 2025, the period’s rollover every 4 weeks and run from Monday-Sunday. In order to ensure your flexitime balance is correct when being carried over to a new period, please ensure the following;

* Check your clocking history via the ‘view my attendance details’ screen and confirm that you do not have any missed clocking’s, you should submit a clock time to your manager if you have not clocked in/out on a particular day.
* Any annual or flexi leave should be requested through Core Portal, this is particularly important for half-days.
* Please note you can only carry forward a maximum of 7 hours 12 minutes to the new flexitime period, if your balance is exceeding this it will be reduced when the new period commences.
* Any flexi-positive which has been worked up can be carried forward for a maximum of one flexitime period. Please see the flexitime policy for further details.

Updated flexitime manuals can be found on the Employee Self-Service section of the HR website at the following address; [Employee Self-Service/Core Portal | University of Limerick (ul.ie)](https://www.ul.ie/hr/about-employee-self-servicecore-portal)