



## **FLEXIBLE WORKING HOURS SCHEME**

**Approved by Governing Authority Finance Human Resources and Asset  
Management Committee  
26 November 2019**

## **Flexible Working Hours (FWH) Scheme**

### **1. Statement of Scheme**

- 1.1 Flexible Working Hours provide a more flexible system of attendance for employees, within certain defined limits. The main purpose of this document is to outline the FWH scheme and procedure.

### **2. Scope**

- 2.1 This scheme is available to professional/support staff employed by the University subject to the operational needs of the University. The scheme will operate on the basis of agreement within a work area. The relevant work area will be considered to be the smallest business unit.

### **3. Definition of Terms**

- 3.1 Standard Working Week: The total number of hours to be worked under FWH will not differ from existing levels, but employees may have the facility to vary their times of arrival and departure. Flexible Working Hours and Flexi-leave will be taken in agreement with the Head of Department / Manager. In recognition of the necessity to provide a continuous service during normal opening hours sufficient staff must be present in each office during 'office hours'.
- 3.2 Core Times: A standard 'core time' is compulsory for all employees, the hours are as follows: - 10.00am to 12.30pm and 2.30pm to 4.00pm. A minimum lunch break of 30 minutes is mandatory. The lunch break must be recorded on the Flexitime system, otherwise a full lunch break will be recorded.
- 3.2.1 The earliest start time is 8.00am and the earliest leaving time is 4.00pm. The latest start time is 10.00am and the latest leaving time is 7.00pm.
- 3.2.2 Employees must be present between 10.00am to 12.30pm and 2.30pm to 4.00pm unless absence is authorised.
- 3.2.3 Work undertaken outside office hours must be verifiable by evidence and/or agreement with the Line Manager
- 3.3 Flexi Credit/Debit: Flexi-time will be calculated on a four weekly cycle. At the end of each cycle any accumulated surplus time (not to exceed 1 day) may be carried forward to the next cycle. A time deficit (not to exceed 1 day) may also be carried forward to the next cycle, i.e. at the end of each cycle a maximum margin of + or – one day is allowed. A minimum of a ½ day accrued time must be worked in order to qualify for a ½ day flexi-leave and a full day accrued time for a full day flexi leave. Flexi Leave may only

be taken after the prior authorisation of the appropriate manager subject to operational needs of the division / department / business unit.

3.4 A maximum of up to one-day flexitime leave may be taken in any cycle.

#### **4. Procedures**

4.1 Recording will be completed using the HRFlexitime System. Each employee is responsible for the accurate recording of his/her time at work using the HRFlexitime system to be verified by the Head of Department / Manager. Flexitime will run on a four weekly cycle.

4.2 From the date of introduction, all employees must record their start time / finish time. Any infringements of the rules, e.g. logging in / out for another employee may result in disciplinary action.

4.3 Public Holidays: An employee is regarded as having worked their standard day for each declared public holiday.

4.4 Personal Appointments: the system of debit and credit hours provides staff with the flexibility to arrange personal appointments at a time outside core hours. Examples of such appointments are routine visits to the dentist, doctor, school or professional Advisor.

4.5 Work undertaken outside office hours must be verified by the line manager.

4.6 Each division / department / business unit will maintain an adjustments system that will allow for efficient equitable and timely administration of the flexible working hours scheme. This adjustment system will cater for exceptions such as attendance at off Campus meetings etc. and must be approved by the line manager.

4.7 The normal operation of the office/Department/Division/Faculty must not be compromised and in particular, monthly deadlines e.g. for payroll and accounts production must be met. The onus is on all employees to cooperate in the achievement of these objectives.

4.8 It is important that sufficient employees be available outside core times to carry out normal work. Co-operation from all employees is therefore essential. Each office must have a sufficient staff presence to meet service needs.

4.9 The scheme requires greater responsibility on all employees to co-ordinate their working hours with other members of their department/division.

4.10 Where employees are required to work overtime this time should not be recorded within the flexitime system as it is not possible to gain time credit for periods where overtime is paid.

4.11 Flexible working hours arrangements for job-sharers and part-time employees will be on a pro-rata basis, reflecting their normal working pattern.

## 5. Organisational Needs

5.1 The operation of the FWH scheme cannot adversely affect costs or the operating requirements of the University. The relevant Head of Department/Manager will determine such requirements

5.2 The University reserves the right to withdraw the FWH facility if it is found to be detrimental to its operations.

5.3 On the termination of an employee's service, adjustments will be made arising out of any debits or credits incurred through working flexible hours.

## 6. Scheme Review

6.1 This scheme will be reviewed as appropriate.

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