

Guidelines

Title: FLEXI-TIME

Ref: HR/ER

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1. Introduction

This document has been created as a guide for those Academic Units/Professional Services that wish to use a flexi-working scheme.

Where a flexi-time scheme is implemented, staff will be required to complete an attendance record (timesheet) signed off by their line manager. A template for this record is available on the HR website <[LINK](#)>.

2. Advantages

There are advantages for both the University and employees in adopting a system of flexible working hours. These include:

- increased opportunities for staff to integrate their working responsibilities with family and domestic responsibilities
- variation in starting and finishing times to avoid rush-hour traffic
- provision of better cover for work peaks and troughs.

3. Main characteristics

The main characteristics of schemes for flexible working hours are:

- a) the determination of a 'working – time span' (normally on a daily basis). This is the time during which the office is open for staff to work
- b) the establishment of the 'core – time' i.e. the times during which all staff or a group of staff must be at work. This may vary between groups of staff or individuals
- c) the identification of the 'flexible working period' (i.e. the difference between a) and b) during which staff may be at work)
- d) the establishment of an 'accountability period' e.g. four weeks, and the keeping of detailed attendance records by individual members of staff. This is normally achieved by manual recording of starting and finishing times for both parts of the day and by crediting of time for approved absence. Schemes normally provide for some carry over of debit or credit hours from one 'accountability period' to the next.

4. Working time span

This must be determined by the Academic Units/Professional Services and should be clearly established at the start of the scheme. It may vary according to the needs of different sections or offices within the department. In general, it is unlikely to spread beyond 07:30 and 18:30 but should not be too restrictive.

5. Core time

This must also be determined at the start of the scheme by the Academic Unit/Professional Service and may vary between different groups of staff or individuals. It may also be necessary to alter the times at certain periods to deal with peaks of workload during the year. There are usually two periods of core-time during the

day (e.g. 09:30 – 12:00 and 14:00 – 16:00). The core-time should be chosen to ensure cover during the busiest times of the day. Normally 12:00 – 14:00 is a flexible period during which at least half an hour should be taken for lunch.

6. Structure of the working day

Given a 'working-time span' of 07:30 to 18:30 and the 'core-time' outlined in 4) above, the structure of the working day would be as follows:

07:30 – 9:30	Morning Flexible Time
09:30 – 12:00	Morning Core Time
12:00 – 14:00	Flexible Lunch Period
14:00 – 16:00	Afternoon Core Time

Routine medical or dental appointments should normally be arranged outside core-time.

It may be appropriate for part-time staff to work according to the core and flexible periods for the part of the day they are at work.

Cooperation and liaison between staff working flexible hours is essential to ensure that any necessary cover is provided during normal office hours (e.g. 09:00 – 17:00) and this should be stressed in any consultation with staff about the introduction of such a scheme.

Recording system

Attendance records are essential and a suggested format is enclosed which is based on a four week 'accountability period'. Staff should complete their own attendance records which should then be submitted to their Head of Section at the end of each 'accountability period'. Absence on annual leave or for other reasons should be credited on a daily basis as follows:

Staff Group	Full time hours per week	Full Day	Half day
Level 1 and 2	36	7 hrs 12 min	3 hrs 36 mins
Level 3	35	7 hrs	3 hrs 30 min

For part-time staff, a standard day is those hours agreed contractually that they work on that particular day.

Carry over

It is suggested that up to a maximum of 14hrs for staff at levels 1 to 3 of accumulated credit or debit may be carried forward to the next 'accountability period'. Credit hours in excess of the agreed maximum at the end of the 'accountability period' will be lost.

The time to be taken off should be taken in the manner in which it was accrued – i.e. time carried forward to the next accountability period should be taken off during non-core time. It is not the intention of the scheme that accumulated time is used as additional annual leave, but rather that it allows the individual to start later or finish earlier during non-core periods in order to diminish the hours accrued.

However it is suggested that with the approval of the line manager, the equivalent of an additional four days a year can be added to annual leave from any accrued time. Any debit hours must be made up during the next 'accountability period'.

It should be noted that there is a policy which deals with 'Time off for Domestic Incidents/Compassionate Leave'. This outlines the process for dealing with emergency situations which require time off, for example:

- To help out when a dependent falls ill, gives birth or is injured or assaulted
- To arrange care for a dependent who is ill or injured

- To take necessary action as a consequence of the death of a dependent
- To deal with any disruption in arrangements for care of a dependent
- To deal with an unexpected incident involving a member of staff's child at school.

The time off will be paid up to a maximum of four days in any one leave year and subsequent to this the time off may be unpaid. Members of staff who have had a period of compassionate leave to care for a sick child may apply for parental leave without the normal one month notice period. Such requests will be considered sympathetically. Please refer to the parental leave scheme for more details.

There is also a 'Flexible Working policy' which allows members of staff to apply to alter their working patterns to meet their parental and caring responsibilities. Both these policies can also be found on the HR website.

Overtime working

Overtime should be clearly distinguished from flexible working hours and will not apply to work done within the 'working – time span'. The required standard hours for the particular 'accountability period' must be completed before payment can be made for overtime working and prior permission for payment must still be obtained.

Termination of employment

Staff terminating their employment with the University are required to ensure that they have completed the appropriate number of standard hours up to the time of termination of employment.

Attendance record form (timesheet)

The Attendance Record Form (timesheet) covers a four week period and the start and end dates of each period should be entered at the beginning of each form.

Starting and finishing times for the morning and afternoon sessions should be entered where indicated.

Credited time should be entered in the appropriate column and the following codes used to denote the reason:

- A/L – Annual Leave
- S/L – Sick Leave
- P/H – Public Holiday
- U/L – University Holiday
- O/A – Other Absences (e.g. Hospital appointments). The reason should be given.

	Level	Standard day	Standard half day
Full-time staff	Level 1-3	7 hrs	3 hrs 30 mins
	Level 4+	7 hrs 12 mins	3 hrs 36 mins
Part-time staff	Those hours agreed contractually that they work on that particular day.		

- Enter F/T relating to the morning and/or afternoon session(s) not worked when flexi-time is taken.

The total of time worked and credited should be calculated for each day and then the total hours for the work calculated. Subtracting the standard hours from the total hours for the week gives the credit or debit hours to be carried forward to the next week.

At the end of each four week period the outstanding debit or credit hours should be carried forward to the Attendance Record Form for the next four weeks (subject to any maximum carry over limit for credit hours). The completed Attendance Record Form should then be signed and passed to your supervisor or Head of Section.