

# Policy

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**Title:** HOURS OF WORK FOR STAFF AT LEVEL 1-3

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**Ref:** HR/ER/Version1.0

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The base working week of full time employees is 36 hours in levels 1 and 2 and 35 hours in level 3. These hours are spread over a period of up to five days, which may include Saturday and Sunday. Except when an employee works or stands-by during meal breaks, the base working week is exclusive of meal breaks. The base working week for full time employees represents the number of hours that are linked to the University's single pay spine points in the published payscales. This ensures all hourly rates are equal at each level in the grading structure. The normal working week for some full time employees may be greater than the base working week. The normal hours of work are set out in the contract of employment.