



Flexi Scheme

Hours of work

Normal hours of work for Professional Services Staff will be 37 hours per week worked between 8.30am and 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday. Staff may, with the approval of their reporting supervisor, work staggered hours provided this commences between 8.00am and 9.30am and fulfils their contractual hours.

Flexible working hours

All staff, including term time only staff (with effect from 1 January 2002) may participate in the University's Flexible Working Hours Scheme if their Line Manager agrees that it would be in the interests of the University.

Cover during normal office hours and for certain services

It is essential that telephones and offices are staffed during normal hours, i.e., between 9.00 am and 5.00 p.m. In certain services cover is required beyond these hours, e.g., the Library Service and Schools where courses run to 6.00 p.m. or beyond. The cooperation of staff to service these requirements is vital.

Main features

Core time

These are the hours when staff must be working:

9.30am to 12.00 noon
2.00pm to 4.00pm

Non-core time

These are the hours when staff may choose to work (subject to the requirements outlined in the Core Time above):

8.00am to 9.30am
12.00 noon to 2.00p.m
4.00p.m. to 6.00p.m

Lunch time

All staff are expected to take at least half an hour for lunch.

Build up of hours

The normal working week is 37 hours, made up of 4 x 7 1/2-hour days (Monday to Thursday) plus 1 x 7-hour day (Friday).

The accounting period for build up of hours will be four weeks and at the end of this accounting period, an individual may have accrued up to the equivalent of one day, which must be taken sometime during the next accounting period. No more than one day in each accounting period may be accrued. Days off must be agreed with line managers. Accrued flexi-time may also be taken as an hour, hours, or half day and should also be agreed with line managers.

Build up of deficit hours

No more than 3 1/2 hours deficit may be accrued during any accounting period. Any such deficit must be made up during the next accounting period.

Recording

Recording of hours worked will be carried out on a daily basis, over the four week accounting period on a group sheet.

Annual leave is to be shown with AL; sick leave with SL; maternity leave with ML; University closure with CC; days or time accrued and taken should be shown as Flexi-Day or Flexi-Time.

Checking

At the end of each four week accounting period, the recording sheets will be submitted to Line Managers for checking and authorisation.

General rules

The implementation of the scheme must not detract from the service. At the outset, staff must agree with their line managers 'usual' start and finish times, and 'usual' lunch breaks, so that there is adequate office or workshop cover. Any changes, such as medical or dental appointments, revised start or finishing times should be notified to the

line manager.

However, minor variations, where an individual arrives later, or works later than usual should only be recorded on the sheet.

It is not expected that there will be any abuse of the Scheme, but in such an event, disciplinary action will be taken.

