Flexitime Policy

Introduction

The University's flexitime policy offers colleagues the opportunity to benefit from an improved work-life balance which can have a positive impact on wellbeing and job satisfaction. Increased flexibility can offer greater scope to structure work around personal circumstances and ultimately enhance equality of opportunity for all staff.

The flexitime policy allows colleagues flexibility with their start times, finish times, and lunch periods within the limits set out below without any formal change to their contract of employment. It also allows for some carry over or deficit at the end of each accounting period.

Flexitime Hours

This flexitime policy centres around staff working at set core times during their agreed working days. Whether working remotely or on campus, there are obligatory periods and either side of the core times staff can choose their start and finish times provided they meet their work requirements. As such, the standard core hours are between the hours of 10:00 and 12:00, and 14:00 and 16:00. Where staff avail of the flexitime arrangement it should be noted that there may be occasions when a manager may require all or some of their team to work specific hours on a specific day due to a particular business need. It is expected that this would be infrequent, but where this is required, the team will be provided with as much advance notice as possible.

Under this policy, it is recommended that working patterns should be arranged between 08:00 – 18:00 with core working hours set as 10:00 – 16:00. Flexible lunch breaks are set between 12:00-14:00 and full-time staff are obliged to take a minimum break of 30 minutes up to a maximum of 2 hours during this time. A break does not count towards working hours.

There may be specific roles or individual circumstances where a minor modification to working hours outside the 10:00-16:00 core hours can be accommodated – these are best agreed at a local level and should only be implemented where the service provided, or the stakeholders engaged with, are not compromised.

Staff working flexitime can work above or below their contracted hours each week in line with the agreed scheme parameters.

The flexitime policy enables eligible staff to accrue additional hours which may be used either during a normal working day or, alternatively, it can be used to take up to one full day off per month which must be agreed with their line manager. Staff may carry over a maximum of 8 hours at the end of any calendar month and this is not cumulative.

Staff are responsible for ensuring that a deficit no greater than 4 hours is accrued in any calendar month and this is not cumulative.

If a staff member finds that in using the flexitime system, they are accruing excessive hours or a deficit in contractual hours, they should discuss this issue in the first instance with their line manager.

Flexitime workers are required to record their hours and share this record with their line manager on request. Staff can use the Flexitime Calculator to record their hours of work. This tool can help staff to make sure that they balance the hours they work with any accrued time off to ensure that they do not work excessive hours in any calendar month.

Parameters of this Policy

The flexitime policy applies to those departments where the system has been agreed between managers and members of staff. The University wishes to empower teams to co-create the most appropriate working patterns for their team. Teams will come together to decide how the flexitime scheme is appropriate to their area.

In the interest of collaboration and team working, it is suggested that flexitime workers work with their key colleagues so that they are aware of any fluctuating working patterns, for example by sharing an agreed rota. Flexitime workers should remain flexible to attend meetings or events that could fall outside of their usual or preferred working pattern, given reasonable notice.

Some departments may operate flexitime working patterns that are different from the standard core hours and bandwidth set out in this policy. Any variations should be agreed with the Head of Department and Chief People Officer. Please note that any pre-existing flexitime arrangements in place prior to the introduction of this policy do not need to be revisited.

Wellbeing is important and staff should advise their line manager if flexitime arrangements are not working for them. The University offers a number of different flexible working opportunities including contractual flexible working options which may not be compatible with this flexitime policy. Therefore, staff should consider the most suitable flexible working options that will enable them to balance work duties and responsibilities with personal commitments.

Part-time staff may have contractual start or finish times which have been agreed as part of their working arrangement. Should a part-time colleague wish to apply to work flexitime hours, they should discuss this with their line manager and/or People Partner in the first instance. This may result in a pro-rata arrangement being agreed.

If possible, an initial trial of this policy is recommended to ensure that it meets the needs of staff members as well as the needs of the University. In circumstances where flexitime arrangements are deemed to be having a negative impact on commitments to staff, students, clients or research excellence, any issues should be

discussed in the first instance at local level and efforts should be made to resolve them. Ultimately, if the issues cannot be resolved, the flexitime policy may need to be amended, suspended, or withdrawn with a minimum of three months' notice.

The decision to withdraw the availability of the flexitime policy is the joint responsibility of the Head of Department and Chief People Officer. Consultation with the unions will take place if this is to happen.