

### **3.14 Hours of Work**

#### **Academic Staff**

The hours of work of a member of staff are not specified. Academic staff are required to work for such periods as are necessary to carry out the duties of the post.

#### **Academic Related Staff/Research Staff**

35 Hours per week; staff are normally expected to be in attendance during the University's normal hours of work.

#### **Clerical & Library Staff**

(1) The normal working week should comprise 36.5 hours

(2) Normal hours of work:

Monday – Thursday 8.45 am – 5.00 pm

Friday 8.45 am – 4.00 pm

Lunch break of 45 minutes to be taken between 12.00 noon and 2.00 pm with provision made for office cover.

#### **Technical and Computer Staff**

(1) The normal working week should comprise 37 hours

(2) Normal hours of work:

Monday – Thursday 8.45 am – 5.00 pm

Friday 8.45 am – 4.30 pm

Lunch break of 45 minutes to be taken between 12.00 noon and 2.00 pm.

#### **Crafts Staff**

Normal hours of work; 37 hours per week

Monday – Thursday 8.30 am – 5.00 pm

Friday 8.30 am – 3.00 pm