**DEPARTMENT OF CHEMISTRY**

**ASSISTANT STAFF WORKING HOURS – FLEXI-TIME 2020**

# WORKING HOURS

All assistant staff = 36.5 hours per week - 36 days annual leave per annum

# FLEXIBLE WORKING HOURS

The scheme for flexible hours operates for all assistant staff, with the exception of staff appointed to posts with fixed hours e.g. Cleaning Staff or those on fixed hours for other reasons. Anyone who wishes to change to fixed hours may do so in writing to Marita Walsh. The only variations of the scheme will be to the hours worked in accordance with the 2008 harmonisation exercise.

Overall time **07.30 – 18.30**

Core Time

(when all staff must be present) Monday-Friday **10.00 – 12.00**

# 14.30 – 16.00

Lunch break (minimum 30 minutes, maximum 2 hours) **12.00 – 14.30**

1. Hours worked daily will be recorded on the form provided to the **nearest 5 minutes**: at the **starting** and **leaving** time for each **morning** and **afternoon** at the time of **arrival** and **departure**. Forms will be checked by Line Managers and at the end of each month forwarded to Emma Graham.
2. Absence during core time will **not normally** be allowed but **on occasion**

individual’s Line Managers may grant it at his/her discretion.

1. During the course of a month the **debit** shall not exceed **5 hours** at any time and by the end of the month must be made up i.e. **nil**.
2. If excess hours are worked during the course of a month the **maximum**

carried over to the next month shall be **10 hours**. These hours may be compensated by up to a maximum of **one day** or **two half days** in any one calendar month. Permission for flexi leave must be requested in advance, be granted by the Line Manager and must suit the workload of your area of work. In **exceptional circumstances** a member of staff will be granted permission to carry over more than the maximum 10 hours but only if there has been a requirement by the Department for this to happen. **Such circumstances** will have been discussed with the Support Services Manager prior to the end of the month. The additional flexi, over the 10 hours, must be used during the next month.

1. Staff must **be present** when required for **a particular task** to which they have been assigned, i.e. Stores and Receptions opening times. Flexible working hours will operate as previously agreed for classroom staff during a teaching term.
2. There can be **no reduction** in the **total hours** worked per annum as laid down in the regulations governing the employment of University Assistants.
3. Flexi leave cannot be used for **Departmental Shutdowns** i.e. Christmas and Easter. Flexi leave can be used for booking leave for **Bank Holidays** that are not part of a Shutdown.
4. The Departmental allowance for a **dental/doctor’s appointment** is up to a **maximum of 2 hours**. Any additional time required for such an appointment must be taken from flexi or annual leave. Credit cannot be accrued on this day.
5. For **hospital appointments** a **standard day** should be recorded on the form. Credit cannot be accrued on this day.
6. Any credit time is not overtime and will not be paid as such.
7. There must be no reduction in Departmental standards.

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