



Polasáí agus Nósanna Imeachta/Policies and Procedures

Code	QA119
Title	Flexible Working Hours (FWH) Scheme (Administrative Staff)
Policy Owner	-
Date	17 June 2014
Approved By	-

1.0 Purpose

The main purpose of the Flexible Working Hours (FWH) is to provide a more flexible system of attendance for staff of all Grades, within certain defined limits.

2.0 Description

The total number of hours to be worked under FWH will not differ from existing levels, but staff would have the facility to vary their times of arrival and departure. Flexi-leave will be taken in agreement with the office manager, if sufficient credits have been accumulated, as evidenced in the office record.

In recognition of the necessity to provide a continuous service during normal opening hours, sufficient staff must be present in each office during 'office hours', i.e. 9.00am to 5.00pm this includes lunchtime.

3.0 Hours of Work

A standard "core time" is compulsory for all staff, the hours are as follows:

- a) Staff must commence work between 8:00am and 0:00am.
- b) Core Time - Staff must be present between 10.00am and 12.30pm unless absence is authorised and also between 2.30pm and 4.00pm.
- c) Lunch may be taken between 12:30pm and 2:30pm a minimum of 30 minutes lunch break is mandatory.
- d) Staff may cease work between 4:00pm and 7:00pm.

The normal hours of work per week are 36 hours for existing staff and 37 hours for staff appointed or promoted after 1st July 2013.

4.0 Flexi-time

Flexi-time will be calculated on a four weekly cycle. At the end of each cycle any accumulated surplus time (not to exceed 1 day) may be carried forward to the next cycle. A time deficit (not to exceed 1 day) may also be carried forward to the next cycle, i.e. at the end of each cycle a maximum margin of + or – one day is allowed.

A maximum of up to one-day flexitime leave may be taken in any cycle.

5.0 Recording Absences

All absences from the office must be recorded, other than e.g. cigarette/bathroom breaks. Medical Consultant appointments (Dentist. Hospital & GP visits) are permitted subject to reasonable limits (normally one hour, except by agreement), without penalty.



All staff will record 'in' and 'out' times of arrival/departure by whichever recording mechanism is most efficient for the particular location. Any infringements of the rules, e.g. unauthorised absence during core time must be recorded, and standard University disciplinary procedures will apply. Each department will develop an adjustments system that will allow for the timely administration of the system.

The normal workings of the offices must not be allowed to suffer and in particular, monthly deadlines e.g. for payroll and accounts production must be met. The onus is on all staff to cooperate in the achievement of these objectives.

It is important that sufficient staff be available outside core times to carry out normal work. Cooperation from all staff is therefore essential. Each office must have a sufficient staff presence from 9.00 to 5.00 including lunchtime. In line with 'Sustaining Progress' developments, public access to University services, will require a presence in the majority of functions at all times during the day.

The scheme imposes greater responsibility on all staff to co-ordinate their working hours with other members of their section.

6.0 Standard Hours

Standard working day (SWD) will remain as at present consisting of 7 hours 12 minutes for staff on 36 hours per week. It is 7 hours 24 minutes for staff on 37 hours per week. The total hours in a 4 week period will be daily hours multiplied by 5 and the result multiplied by 4. This will be known as standard hours.

Lunch Break must be a minimum of 30 minutes up to a maximum of 2 hours and must be taken between 12.30 p.m. and 2.30 p.m.

From the date of introduction, all staff must sign in before 'Core time' in order to avoid being marked absent for that day.

One day annual leave or sick leave will be credited as 7 hours 12 minutes or 7 hours 24 minutes. Overtime where sanctioned will be accounted for separately as at present.

7.0 Attachments and Links

- [Core Portal](#)
- [Core Portal Guides](#)

Flexitime Implementation - Guidelines.

This document is not intended to replace or change the flexitime scheme that is currently in place within University of Galway. It is intended as a guide for managers and staff alike on the common sense approach to ensuring that the scheme is implemented in a fair and consistent manner throughout the University. Most aspects of the scheme are self-explanatory and should be taken as read.

Implementation

Where management and/or staff feel that the introduction of flexitime would be beneficial. This should be discussed at a staff meeting where the benefits of the scheme may be explored in full. The scheme requires that the staff within the Department co-operate with each other in order to maintain the service, which the Department provides while also ensuring the maximum flexibility for themselves. The hours which will require most co-operation are between 9-10 am, 1-2 pm and 4-5 pm. These should be discussed and reviewed regularly within the department, if necessary a rota may be implemented in order to ensure fairness and consistency.



Where it is agreed to implement the scheme then all staff based within the department must participate. While some may wish to maintain regular hours this is easily achieved. They must however participate in the provision of lunchtime cover. All staff must record their start/ finish time and also their lunchtime beginning and end times.

Recording will be on a manual basis until an automated system is resourced. Flexitime will run on a four weekly cycle and each period will be recorded on a separate form. These forms may be managed at line manager level or within the Department as a whole at the discretion of the Head of Department.

The forms should record when flexi-leave is taken. They may also be used to record other leave at the discretion of the Head of Department. If a staff member is on some form of leave then this should be recorded as a normal working day within the flexitime system. Likewise if a staff member is away from the office for a day then this should also be recorded as a normal working day.

Where staff are required to work overtime this time should not be recorded within the flexitime system as it is not possible to gain time credit for periods where overtime is paid.

As flexitime provides the option of working up extra time and taking this off up to a maximum of one day per four week period all staff should ensure that this leave is taken in a managed fashion with the approval of the Head of Department / Line Manager so as not to disrupt the workings of the department.