

# **Flexible Working Hours Schemes and Attendance Recording for Technical Staff in TU Dublin \***

**This policy is currently under review**

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**\* Note**

This TU Dublin policy encompasses three schemes for Technical Staff from across the University, that is for Technicians, Technical Officers and Senior Technical Officers in TU Dublin, to record their attendance and part-take in the Flexitime Scheme. The relevant staff should refer to the appropriate section of this policy which encompasses them, i.e. if you are based in City Campus, please refer to pages 3 to 10, if you are based in Blanchardstown Campus, please refer to pages 11 to 16 and if you are based in Tallaght Campus, please refer to pages 17 to 27.

Queries regarding this document should be directed to HR Services at [leaveandbenefits@tudublin.ie](mailto:leaveandbenefits@tudublin.ie).

**For Technical Staff (Technicians, Technical Officers and Senior Technical Officers) based in TU Dublin, City Campus**

**1. BASIC PRINCIPLES OF FLEXIBLE WORKING HOURS**

- 1.1 The main purpose of Flexible Working Hours is to provide a more flexible system of attendance for staff. The contractual working hours are not changed by this system and the total numbers of working hours are the same on Flexible Working Hours as under a fixed hours or timetabled system. The difference lies in the scope which individuals on a Flexible Working Hours system have to vary their times of arrival or departure, to vary the length and time of their lunch break and to take flexi-leave if they have accumulated sufficient credit hours.
- 1.2 It is important that sufficient staff are available outside core times to carry out normal work. Adequate staffing must be available between 9.00 a.m. and 5.00 p.m. of each working day. Co-operation from all staff and especially supervisory staff is, therefore, essential. The Scheme is operated on the understanding that the efficiency and effectiveness of the University's operations are maintained.
- 1.3 The needs of all students and staff must continue to be met and normal practices in relation to such requirements as delivery of services must remain unaffected. If the work of any School/Department/Functional area deteriorates, steps will be taken to restore normal effectiveness and could dictate modifications in the flexible regulations. If these measures fail to restore normal effectiveness, the Scheme could be cancelled for a particular individual or section.
- 1.4 Supervisors are responsible for ensuring that work flow and output are maintained over the whole span of the working day, that staff are adequately supervised at all times and that sufficient staff are always in attendance. Supervisors have the authority to take any action necessary (including the temporary limiting of the maximum flexibility available to staff) to fulfil their responsibilities. The scheme imposes greater responsibility on all staff to co-ordinate their working hours with other members of the team in which they work or with other sections, as necessary.
- 1.5 However, School/Department/Function Managers can reserve the right to exclude certain staff from a scheme for operational reasons. The appropriateness of flexitime for particular individuals and categories of staff would normally be a matter for agreement between the supervisor/manager and the individual.
- 1.6 All Technical Support Staff will be required to record their attendance on the Attendance Monitoring System.
- 1.7 On arrival in the morning, going to lunch, returning from lunch, leaving in the evening, starting overtime or leaving the premises at any time during the day - other than where approved by the necessary supervisor - the member of staff must operate the attendance monitoring system, by means of PC log in/log out. The system will then start or stop accumulating each person's hours.

**2. THE WORKING DAY**

- 2.1 The number of hours of attendance required will not change but, work permitting; staff will have discretion to vary their arrival and departure times within fixed limits which will be known as Flexible Bands. The main part of the day, during which all staff should be at their jobs (with the exception of lunch breaks) will be known as Core Time.

08.00 – 10.00	<b>Flexible</b> morning band – staff could start work any time during this span.
10.00 – 12.30	Morning <b>core</b> time – staff would have to be present during this period unless on authorised absence, or unless off duty as per examples below.
12.30 – 14.30	<b>Flexible</b> Lunch Band – staff can take up to a two hour lunch break. The minimum period for lunch will be 30 minutes which will be automatically deducted from the weekly total of hours, regardless of whether the full 30 minutes is taken or not.
14.30 – 16.00	Afternoon <b>core</b> time – staff would have to be present during this period unless on authorised absence, or unless off duty as per examples below.
16.00 – 18.00	<b>Flexible</b> evening band – staff could finish work any time after 16.00 up to 18.00.

2.2 Attendance before 9:00 hours and/or after 17:00 hours will be dependent on work being available. It may not be possible therefore, to allow an individual the maximum flexibility on a particular day.

### 2.3 Evening /Night Work:

For the purposes of the flexi-time scheme, evening/night work will be considered any work completed between 18:00 and 22:00 hours. Technical staff may at the request of their line manager, be required to work up until 22:00 hours one night per week. To compensate for working late, a morning or afternoon off (effectively 3 hours 39 mins) will be granted, during any week where night work occurs. There is no 'core time' *per se*, for evening/night work: however, a presence of at least 2 hours is required between 18:00 hrs. and 22:00 hrs.

Where Technical staff are required to work one evening/night per week, a separate work pattern will be applied to each staff member's work pattern. The flexible-time bands in this work pattern will be changed to suit each individual's work schedule for the evening/night in question. Below are two examples of work patterns which could be applied under the flexi-time scheme.

**Example 1:** A technical staff member is scheduled to work until 10pm on Thursday evenings which is offset by granting Monday afternoon off in lieu. The Thursday work pattern will then be as follows:

<u>Core-Time</u>	When the Technical staff member must be present 10:00 – 12:30, 14:30 – 16:00 and for at least 2 hours between 18:00 and 22:00 hours.
<u>Band-Time</u>	Earliest possible starting time to the latest possible finishing time 08:00 – 22:00 hours
<u>Rest-Periods</u>	Two rest periods of at least 30 minutes duration must be taken between 12:30 – 14:30 hours and 16:00 – 19:00 hours.

**Example 2:** A technical staff member is scheduled to work until 10pm on Thursday evenings which is offset by granting Thursday morning off in lieu. In this instance the work pattern will be:

<u>Core-Time</u>	When the Technical staff member must be present 14:30 – 16:00 and for at least 2 hours between 18:00 and 22:00 hours.
<u>Band-Time</u>	Earliest possible starting time to the latest possible finishing time 13:00 – 22:00 hours
<u>Rest-Period</u>	A single rest period of at least 30 minutes duration must be taken between 16:00 – 19:00 hours

### **3. BAND WIDTH**

- 3.1 The band width for Technical staff will be 08:00 to 18:00 and 08:00 to 22:00 where evenings are also rostered.

### **4. CORE TIME**

- 4.1 In order to ensure that there will be minimum periods in each day during which staff are available to communicate with each other, with other Sections/Schools and with the public, several hours each day will be designated as Core Time. Core Time is the part of the Flexible Working Hours day during which all staff MUST be in attendance unless on authorised absence, or unless off duty as per examples below.
- 4.1 Authorised absences in Core Time arise in a number of ways, e.g. annual leave, sick leave, duty outside the University.

### **5. FLEXIBLE BANDS**

- 5.1 These are periods outside Core Time during which staff may determine their times of arrival and departure subject to their timetables. The operation of the system will have to be subject to the work requirements and it may not always be possible to allow individuals the maximum flexibility. This may be particularly so during periods when the Section/School is exceptionally busy. If staff do not provide adequate cover through mutual co-operation, the supervisor has the responsibility and the authority to insist that members of staff be present during the period 09:00 – 17:00 Monday to Friday and for at least 2 hours between 18:00 and 22:00 hours, when on evening/night work.
- 5.2 Staff must be prepared to help out as necessary when the full complement of staff is not present. Obviously a system under which individuals could vary considerably their times of arrival and departure on a daily basis would cause confusion. In order that supervisors can organise the work flow and maintain output over the whole span of the Flexible Working Hours day, staff must be open and co-operative with their colleagues about the pattern of their attendance.

### **6. FLEXIBLE LUNCH BREAK/REST PERIODS**

- 6.1 There is a flexible element during the lunch period: 12:30 – 14:30 hours: during which a minimum break of 30 minutes must be taken (a maximum of 2 hours can also be taken). If no lunch break is recorded, the system will automatically deduct 2 hours. If less than the minimum is taken, the system will automatically deduct 30 minutes.
- 6.2 [In a similar way, where staff are scheduled for evening/night work, a minimum break of 30 minutes must be taken between 16:00 – 19:00 hours. If no rest break is recorded, the system will automatically deduct 2 hours. If less than the minimum is taken, the system will automatically deduct 30 minutes].

### **7. THE ACCOUNTING PERIOD**

- 7.1 There will be three flexi periods per year as follows:

- 1<sup>st</sup> January to 30<sup>th</sup> April
- 1<sup>st</sup> May to 31<sup>st</sup> August

- 1<sup>st</sup> September to 31<sup>st</sup> December

7.2 At the end of each accounting period, the total working hours recorded will be compared with the required number of hours, net of lunch/rest breaks. A person can carry over an excess or deficit of hours (see 10 below). The system will generate a report for each supervisor to check the attendance of each member of staff and certify that it is correct.

## **8. CLOCKING**

8.1 Members of staff should access their Employee Self-Service (Core Portal) account from a TU Dublin PC. They will have their own unique Personnel Number and Pin which will be used to log onto their account. Clicking on the "Register Time" button prompts the system to begin recording attendance. Clockings before the time-band are accepted, presence is indicated but recording only starts when the time-band begins and the clock time is recorded at the beginning of the time-band. Time before and after the time band is recorded as "Lapsed Hours".

8.2 Under no circumstances should Core Portal log-on details be given to another member of staff.

8.3 All absences should be accounted for. Any authorised absence from the University will result in a credit equivalent of Standard Day regardless of duration of absence. A full day's absence from the University for annual leave, public holiday, sickness or other authorised reasons will be credited as a Standard Day (i.e. weekly contractual working hours ÷ weekly contractual working days). A half-day's absence will be credited accordingly.

8.4 The main cases where such calculations will be required are:

- Annual leave, approved in advance as at present
- Visits to the dentist/doctor. For an appointment which could not be arranged outside Core Time credit will be given at the discretion of the individual's supervisor.
- Trips away from the University (e.g. on official duty). An allowance will be made for the absence (less time spent on lunch break) on return.
- Where sickness at work necessitates leaving early, the staff member will be clocked out at the time of departure from the University
- Parental Leave
- Force Majeure Leave
- Paternity Leave
- Marriage Leave

8.5 Where an individual fails to clock in/out during a particular day, the system will record this as a "Missed Clocking" (for 1 missed clocking) or as an "Unapproved Absence" (no clockings) and automatically deduct 7 hours 18 minutes from the flexi balance. Please refer to the "Missed Clocking" section of the training Manual for instructions on how to complete an adjustment in Core Portal. Staff are advised therefore, to clock in and out as required and to make regular checks throughout each flexi period to monitor variations from standard hours.

## **9. CORE TIME INFRINGEMENTS**

9.1 Core time infringements occur when an individual clocks in during the core times as outlined above, that is during the times when normally everybody is present: between 10:00 – 12:30 and between 14:30 – 16:00 hours.

- 9.2 Staff should be aware that core time infringements are a violation of the flexi scheme policy and may result in removal from the flexi scheme and/or disciplinary action.
- 9.3 It is the responsibility of Supervisors to regularly monitor recurring infringements and take appropriate action when necessary.
- 9.4 Time in lieu of overtime may result in an infringement, if time off is taken during Core time. In these circumstances the infringement should be recorded as Time in Lieu Taken.

## **10. SURPLUS/DEFICIT HOURS**

- 10.1 Staff should endeavour to work the standard number of hours in each accounting period. However, a debit or credit valuation of up to 39 hours at either the start or finish of any accounting period will be allowed. In view of the arrangements for the taking of flexi-leave (see 11 below), a credit valuation up to 39 hours may be carried forward each accounting period, where flexi-leave is being accumulated.

## **11. FLEXI-LEAVE**

- 11.1 Flexi-leave may be defined as permission to be absent from work during Core Time in recognition of excess hours carried forward from previous accounting periods. In order to qualify for this, an individual must have built up 3 hours 39 minutes to be absent for one core period (i.e. ½ day) or 7 hours 18 minutes if they intend to be absent for 2 core periods (i.e. one full day) and they must have the supervisor's prior permission to take such leave. A half-day flexi leave must finish or commence between 12:30 and 14:30 hours.

In effect therefore, a maximum of 12 flexi-days may be taken in the calendar year.

- 11.2 **It is expected that flexi-leave will normally be granted/taken during out-of-term hours (i.e. when there are no classes). Only in exceptional circumstances, or where services are not affected (particularly where technical staff are not involved in direct school technical support), will flexi-leave be granted to technical staff during term time. The maximum number of flexi-days that can be taken in one continuous period will normally be 4.**

- 11.3 The supervisor should ensure that such leave is recorded on the attendance report. Records of flexi-time will be kept separate from annual leave but such leave may, of course, be taken in conjunction with annual leave.

- 11.4 The supervisor should ensure that such leave is recorded on the attendance report. Records of flexi-time will be kept separate from annual leave but such leave may, of course, be taken in conjunction with annual leave.

## **12. ANNUAL LEAVE/FLEXI LEAVE AND OTHER TYPES OF LEAVE**

- 12.1 These will be credited on the following basis:-

½ Day	=	3 hours 39 minutes
1 Day	=	7 hours 18 minutes
1 Week	=	36.5 hours

- 12.2 All Annual Leave and Flexi Leave requests should normally be submitted to the appropriate Workgroup

Manager through Core Portal for approval. These requests must always be submitted in advance in order that the relevant adjustment is made within the system.

12.3 Special leave must be approved by the staff member's manager and the Head of Human Resources.

12.4 Arrangements for approved study Leave dates can be made through Core Portal with approval from the Workgroup Manager.

12.5 The present arrangements for Maternity Leave, Parental Leave, etc. remain in place.

12.6 Visits to the dentist, doctor, or other personal matters should always be arranged outside of Core Time, where possible. In exceptional circumstances e.g. emergency, such absences will be allowed during Core Time by Supervisors. Adjustments will be given in respect of Core Time hours only. If an individual attends hospital, dentist etc, and the absence exceeds ½ day, proof of attendance is required to be submitted.

12.7 In ALL such circumstances, absences during Core Time will always be subject to prior authorisation by an individual's Supervisor. A member of the staff should always ensure that their absences are recorded properly.

12.8 Staff members will not be allowed to take flexi-leave until they have earned a surplus of 7 hours 18 minutes for one full day or 3 hours 39 minutes for a half day. Under no circumstances will individuals be allowed to advance flexi days (e.g. take a flexi day prior to building up 7 hours 18 minutes, thereby carrying a deficit of hours over into the next flexi period).

12.9 As in the case of Annual Leave, Flexi Leave must be authorised in advance through Core Portal.

### **13. OVERTIME**

13.1 Staff must clock out before commencing overtime.

13.2 Overtime must not commence before 17.00 hours.

13.3 Overtime may not be paid to staff that have debit hours.

13.4 Overtime must be authorised in advanced and returned separately as at present.

### **14. TERMINATION OF SERVICE**

14.1 In order to facilitate salary calculations for the final period of employment:-  
Flexi leave will not be allowed in the final flexi period.

### **15. OPTING OUT OF THE SCHEME**

15.1 Some staff may wish to work their standard timetable and thus forego the flexibility offered by the scheme. This will still be possible and anyone who wishes to opt out of the scheme should notify their Supervisor and the Human Resources Department. In any event, clocking in and out through Core Portal will still be required.

## 16. GENERAL

16.1 Other than when approved in advance by their Supervisor, staff must always “CLOCK OUT” when leaving the building for any reason. In the event of an emergency, such action will assist in the safe evacuation of the University’s premises.

16.2 16.2 If an individual forgets to clock out in the evening, the clock will automatically clock them out at 4.00p.m. [8.00 pm where evening/night work is involved].

16.3 Staff should not log in until after they are ready to start work.

16.4 The Flexible Working Hours system places a high level of trust on both staff and individual supervisors to ensure its effective operation. Any serious or persistent abuse or falsification will be reported to the Human Resources Office for appropriate disciplinary action.

16.5 However, established abuses of the system will be subject to disciplinary action in accordance with the agreed Disciplinary procedures. Examples of such abuses include:

- persistent omission to clock in or out at any time during the working day;
- keying in while not working;
- exceeding the permitted debit hours in three consecutive months;
- serious abuse of the scheme e.g. *accessing another staff member’s Core Portal account (one person clocking in or out for another)*, can be regarded as gross misconduct and can lead to disciplinary action up to and including dismissal of those involved. Disciplinary proceedings in relation to the above will only be taken in cases of specific deliberate abuse.

**For Technical Staff (Technicians, Technical Officers and Senior Technical Officers) based in TU Dublin, Blanchardstown**

**For the purposes of this draft flexi policy, 1 day is 7 hrs. and 18 minutes and a half day is 3 hrs. and 39 minutes.**

**1. BASIC PRINCIPLES OF FLEXIBLE WORKING HOURS**

- 1.1 The main purpose of Flexible Working Hours is to provide a more flexible system of attendance for staff. The contractual working hours are not changed by this system and the total numbers of working hours are the same on Flexible Working Hours as under a fixed hours or timetabled system. The difference lies in the scope, which individuals on a Flexible Working Hours system have to vary their times of arrival or departure, to vary the length and time of their lunch break and to take flexi-leave if they have accumulated sufficient credit hours.
- 1.2 It is important that sufficient staff are available outside core times to carry out normal work. Adequate staffing must be available between 9.00 a.m. and 5.00 p.m. of each working day. Co-operation from all staff is therefore essential. The Scheme is operated on the understanding that the efficiency and effectiveness of the University's operations are maintained.
- 1.3 The needs of all students and staff must continue to be met in relation to normal practices and delivery of services. In the case of support for key University activities such as Conferring and Scheduled University Examinations, normal practices will remain in effect.

If the work of any School/Department/Functional area deteriorates, steps will be taken to restore normal effectiveness and could dictate modifications in the flexible regulations. If these measures fail to restore normal effectiveness, the Scheme could be cancelled for a particular individual or section after due consultation with the individual or section in question and through the review process.

- 1.4 Supervisors are responsible for ensuring that workflow and output are maintained over the whole span of the working day, that staff are adequately supervised at all times and that sufficient staff are always in attendance. The Manager has the authority to take any action necessary (including the temporary limiting of the maximum flexibility available to staff) after due consultation with the individual or section in question and through the review process. The scheme imposes greater responsibility on all staff to co-ordinate their working hours with other members of the team in which they work or with other sections, as necessary.
- 1.5 However, School / Department / Function Managers may reserve the right to exclude certain staff from a scheme for operational reasons with due consultation. The appropriateness of flexitime for particular individuals and categories of staff would normally be a matter for agreement between the supervisor/manager and the individual.
- 1.6 All Technical Support Staff will be required to record their attendance on the Core Time & Attendance System.
- 1.7 On arrival in the morning, going to lunch, returning from lunch, leaving in the evening, the member of staff must operate the attendance monitoring system, by means of PC log in/log out. The system will then start or stop accumulating each person's hours to the minute.

**2. THE WORKING DAY**

- 2.1 The number of hours of attendance required will not change but work permitting; staff will have discretion to vary their arrival and departure times within fixed limits, which will be known as Flexible Bands. The main part of the day, during which all staff should be at their jobs (with the exception of lunch breaks) will be known as Core Time.

08.00 – 10.00	<b><u>Flexible Day Start Band</u></b> – staff members start work at any time during this period.
10.00 – 12.30	<b><u>Core-Time</u></b> – period when staff member(s) must be present unless otherwise authorised.
12.30 – 14.30	<b><u>Flexible Lunch Band</u></b> – scheduled staff member(s) can take a break up to two hours. The minimum period for lunch will be 30 minutes which will be automatically deducted from the weekly total of hours, regardless of whether the full 30 minutes is taken or not.
14.30 – 16.00	<b><u>Day Core Time (Afternoon)</u></b> – Period when staff member(s) must be present unless otherwise authorised.
16.00 – 18.30	<b><u>Flexible Day Finish Band</u></b> – Scheduled staff member(s) can finish work any time during this period.

**2.2 Evening /Night Work:** Where Technical staff are required to work one evening/night per week, this will be identified in individual work patterns on the Core system. Below is an example of a work pattern, which could be applied under the flexi-time scheme.

**Example:** A technical staff member is scheduled to work until 10pm on Thursday evenings, which is offset by granting Thursday morning off in lieu. In this instance the work pattern will be:

12:30 – 14:30	<b><u>Flexible Evening Start Band:</u></b> Scheduled staff member(s) start work any time during this period.
14:30 – 17:00	<b><u>Evening Core-Time:</u></b> Period when the scheduled staff member(s) must be present unless otherwise authorised.
17:00 – 19:30	<b><u>Flexible Lunch Band:</u></b> Scheduled staff member(s) can take up to a two-hour break. The minimum period for lunch will be 30 minutes, which will be deducted automatically from the weekly total hours regardless of whether the full 30 minutes has been taken or not. NB Scheduled staff member(s) required to cover student helpdesk from 17:30 – 18:00 may have a maximum break of one and a half hours.
19:30 – 20:30	<b><u>Night Core Time:</u></b> Period when the scheduled staff member(s) must be present unless otherwise authorised
20:30 – 22:00	<b><u>Flexible Evening Finish Band:</u></b> Scheduled staff member(s) can finish work any time during this period

### **3. BAND WIDTH**

3.1 The bandwidth for Technical staff will be 08:00 to 18:30. For evening / night work the bandwidth will be 12:30 to 22:00, for staff member(s) that are scheduled.

### **4. CORE TIME**

4.1 In order to ensure that there will be minimum periods in each day during which staff are available to communicate with each other, with other Sections/Schools and with the public, several hours each day

will be designated as Core Time. Core Time is the part of the Flexible Working Hours day during which all staff MUST be in attendance unless on authorised absence, or unless off duty as per examples below.

- 4.2 Authorised absences in Core Time arise in a number of ways, e.g. annual leave, sick leave, duty outside the University.

## **5. FLEXIBLE BANDS**

- 5.1 These are periods outside Core Time during which staff may determine their times of arrival and departure subject to their schedule. The operation of the system will have to be subject to the work requirements and it may not always be possible to allow individuals the maximum flexibility.

This may be particularly so during periods when the Section/School is exceptionally busy.

If staff do not provide adequate cover through mutual co-operation, the Manager has the responsibility and the authority to insist that members of staff be present during the period 09:00 – 17:00 Monday to Friday and for at least 2.5 hours between 18:00 and 22:00 hours, when on evening/night work.

- 5.2 Staff must be prepared to help as necessary when the full complement of staff is not present. Obviously, a system under which individuals could vary considerably their times of arrival and departure on a daily basis could cause confusion. In order that Manager / Supervisors can organise the workflow and maintain output over the whole span of the Flexible Working Hours day, staff must be open and cooperative with their colleagues about the pattern of their attendance.

## **6. FLEXIBLE LUNCH BREAK/REST PERIODS**

- 6.1 There is a flexible element during the Day Time lunch period: 12:30 – 14:30 hours: during which a minimum break of 30 minutes must be taken (a maximum of 2 hours can also be taken). If no lunch break is recorded, the system will automatically deduct 1 hour. If less than the minimum is taken, the system will automatically deduct 30 minutes.
- 6.2 In a similar way, where staff are scheduled for evening/night work, a minimum break of 30 minutes must be taken between 17:00 – 19:30 hours. If no rest break is recorded, the system will automatically deduct 1 hour. If less than the minimum is taken, the system will automatically deduct 30 minutes.
- 6.3 An adjustment can be requested if an individual is unable to clock, given a valid reason.

## **7. THE ACCOUNTING PERIOD**

- 7.1 There will be three flexi periods per year as follows:

- 1<sup>st</sup> January to 30<sup>th</sup> April
- 1<sup>st</sup> May to 31<sup>st</sup> August
- 1<sup>st</sup> September to 31<sup>st</sup> December

- 7.2 At the end of each accounting period, the total working hours recorded will be compared with the required number of hours, net of lunch/rest breaks. A person can carry over an excess or deficit of hours (see 10 below). The system will generate a report for each Manager to check the attendance of each member of staff and certify that it is correct.

## **8. CLOCKING**

8.1 Members of staff should access their Core account from a TU Dublin PC. They will have their own unique Personnel Number and Pin, which will be used to log onto their account. Clicking on the “Register Time” button prompts the system to begin recording attendance. Clocking’s before the time-band are accepted, presence is indicated but recording only starts when the time-band begins and the clock time is recorded at the beginning of the time-band. Time before and after the time band is recorded as “Lapsed Hours”.

8.2 Under no circumstances should Core Portal log-on details be given to another member of staff.

8.3 All absences should be accounted for. Any authorised absence from the University will result in a credit equivalent of Standard Day regardless of duration of absence. A full day’s absence from the University for annual leave, public holiday, sickness or other authorised reasons will be credited as a Standard Day (i.e. weekly contractual working hours divided by weekly contractual working days). A half-day’s absence will be credited accordingly.

8.4 The main cases where such calculations will be required are to account for:

- Annual leave, approved in advance as at present
- Visits to the dentist/doctor. For an appointment, which could not be arranged outside Core Time, credit will be given at the discretion of the individual’s Manager
- All business offsite i.e. away from the University and on official duty. An allowance will be made for the absence (less time spent on lunch break) on return.
- Where sickness at work necessitates leaving early, the staff member will be clocked out at the time of departure from the University
- Parental Leave
- Force Majeure Leave
- Paternity Leave
- Marriage Leave

8.5 Where an individual fails to clock in/out during a particular day, the system will record this as a “Missed Clocking” (for 1 missed clocking) or as an “Unapproved Absence” (no clocking’s) and automatically deduct 1 day from the flexi balance. Please refer to the “Missed Clocking” section of the training Manual for instructions on how to complete an adjustment in Core. Any adjustments not submitted or approved through Core will result in inaccurate recording of hours worked and may adversely affect an individual’s flexi balance. Staff are advised therefore, to clock in and out as required and to make regular checks throughout each flexi period to monitor variations from standard hours.

## **9. CORE TIME INFRINGEMENTS**

9.1 Core time infringements occur when an individual clocks in during the core times as outlined above, that is during the times when normally everybody is present: *between 10:00 – 12:30 and between 14:30 – 16:00 hours and between 14:30 – 17:00 AND 19:30 – 20:30 when staff are scheduled for late attendance.*

9.2 Staff should be aware that core time infringements are a violation of the flexi scheme policy and may result in removal from the flexi scheme and/or disciplinary action.

9.3 It is the responsibility of Supervisors to regularly monitor recurring infringements and take appropriate action when necessary.

9.4 Time in lieu of overtime may result in an infringement, if time off is taken during Core time. In these circumstances, the infringement should be recorded as Time in Lieu Taken.

## **10. SURPLUS/DEFICIT HOURS**

10.1 Staff should endeavour to work the standard number of hours in each accounting period. However, a debit or credit valuation of up to 36 hours at either the start or finish of any accounting period will be allowed. In view of the arrangements for the taking of flexi-leave (see 11 below), a credit valuation up to 36 hours may be carried forward each accounting period, where flexi-leave is being accumulated.

## **11. FLEXI-LEAVE**

11.1 Flexi-leave may be defined as permission to be absent from work during Core Time in recognition of excess hours carried forward from previous accounting periods. In order to qualify for this, an individual must have built up ½ day to be absent for one core period (i.e. ½ day) or 1 day if they intend to be absent for 2 core periods (i.e. one full day) and they must have the Manager's prior permission to take such leave. A half-day flexi leave must finish or commence between 12:30 and 14:30 hours. In effect therefore, a maximum of 12 flexi days may be taken in the calendar year.

11.2 It is expected that flexi-leave will normally be granted/taken during out-of-term hours (i.e. when there are no classes). Only in exceptional circumstances, or where services are not affected (particularly where technical staff are not involved in direct school technical support), will flexi-leave be granted to technical staff during term time. The maximum number of flexi-days that can be taken in one continuous period will normally be 4. Flexi leave may be taken in conjunction with annual leave.

## **12. ANNUAL LEAVE/FLEXI LEAVE AND OTHER TYPES OF LEAVE**

Leave will be entered on the Core system by individual staff members and approved by the appropriate Manager. Flexi and Annual leave will be approved by the Manager.

12.1 These requests must always be submitted in advance in order that the relevant adjustment is made on the system. These will be credited on the basis of half a day or one day.

12.2 Special leave must be approved by the staff member's Manager and the HR Manager.

12.3 Arrangements for approved study Leave dates can be made through Core with approval from the Manager.

12.5 Visits To The Hospital, Doctor, Dentist, Optician etc.

Visits should be arranged as far as possible outside core time. Only in exceptional circumstances, will such absences be allowed during core-time. If an officer is absent for part or all of core time a note from the hospital, doctor, dentist, optician etc. must be forwarded to the relevant Line Manager. An adjustment for the absence should be entered through Core Portal and the appropriate Line Manager/Supervisor selected to approve it. **Credit will only be given for core time absence.** If approved, normally a maximum credit of two hours will be allowable. An officer must attend work either before or after the appointment in the relevant half-day, otherwise that absence will be treated as sick leave

12.6 Absences during Core Time will always be subject to prior authorisation by an individual's Manager. A member of staff should always ensure that their absences are recorded properly and are approved within the appropriate flexi period.

12.7 Staff members will not be allowed to take flexi-leave until they have earned a surplus of the equivalent of 1 days hours for one full day or the equivalent of ½ day hours for a half day. Under no circumstances will individuals be allowed to advance flexi days (e.g. take a flexi day prior to building a full days hours, thereby carrying a deficit of hours over into the next flexi period).

12.8 As in the case of Annual Leave, Flexi Leave must be authorised in advance through Core.

### **13. OVERTIME**

13.1 Staff must clock out before commencing overtime.

13.2 Overtime must not commence before 17.00 hours.

13.3 Overtime must be authorised in advance and returned separately through the currently agreed paper based process.

### **14. TERMINATION OF SERVICE**

14.1 In order to facilitate salary calculations for the final period of employment:-

Flexi leave will not be allowed in the final flexi period.

### **15. OPTING OUT OF THE SCHEME**

15.1 Some staff may wish to work their standard timetable and thus forego the flexibility offered by the scheme. This will still be possible and anyone who wishes to opt out of the scheme should notify their Manager and the Human Resources Department. In any event, clocking in and out four times per day through Core will still be required.

### **16. GENERAL**

16.1 If an individual forgets to clock out in the evening, the clock will automatically clock them out at 4.00 p.m. [8.30 pm where evening/night work is involved]. The remainder of the time due (if any) should be requested as an adjustment on the system and may be approved by the relevant Supervisor.

16.2 Every effort should be made by staff to ensure that there are no core time infringements. Individuals are responsible for the accuracy of their attendance record.

16.3 Staff should not log in until they are onsite and ready to start work.

16.5 The Flexible Working Hours system places a high level of trust on both staff, Supervisors and individual Managers to ensure its effective operation. Any serious or persistent abuse or falsification will be reported to the Human Resources Office for appropriate disciplinary action.

16.6 However, established abuses of the system will be subject to disciplinary action in accordance with the agreed Disciplinary procedures. Examples of such abuses include:

- Persistent omission to clock in or out as required during the working day;
- Clocking in while not working;
- Exceeding the permitted debit hours in TWO consecutive accounting periods
- Serious abuse of the scheme e.g. *accessing another staff member's Core account (one person clocking in or out for another)*

The above can be regarded as gross misconduct and can lead to disciplinary action up to and including dismissal of those involved. Disciplinary proceedings in relation to the above will only be taken in cases of specific deliberate abuse.

## **17. REVIEW**

This policy will be reviewed if requested by either the Union or Management in accordance with agreed industrial processes and aside from this:

- i. regularly from an operational viewpoint;
- ii. in detail before the end of the academic year
- iii. before the commencement of the Semester

It should be noted that if any information contained in this document mitigates against the terms and conditions of Technical staff grades as agreed in the 2005 Review of these grades, or changes any work practices as laid down in the Review, then the Union can reserve the right to refer this to the National Forum.

## **For Technical Staff (Technicians, Technical Officers and Senior Technical Officers) based in TU Dublin, Tallaght**

### **1. BACKGROUND**

Attendance recording has been agreed nationally as part of the Towards 2016 Action plan. This states:-

*“The parties to this agreement recognise the requirements of the Organisation of Working Time Act 1997 and the need for the safe and efficient allocation of resources within the Institutes of Technology. Accordingly, the parties agree to review jointly the current attendance recording arrangements, to research the changes necessary to achieve compliance with the above requirements and objectives and jointly to develop suitable customized schemes including electronic attendance recording.....”*

Following the Conciliation Conference held on 4<sup>th</sup> April 2014 in settlement of the issues relating to Towards 2016 and Electronic Time & Attendance Recording, each institute will engage at local level on a flexi-time protocol (Institute specific but with due regard to fairness and equity) along the lines in which such a system was introduced in the Dublin Institute of Technology.

It should be noted that Technical staff may choose to use either the Attendance Recording Scheme (ARS) (Section 2) or the Flexi-time Scheme (Section 3) separately; in accordance with the processes and procedures therein.

#### **Some Definitions;**

<b>Bandwidth;</b>	The time between the earliest start time allowed and the latest finish time. Typically, a standard scheme allows work to start at 8am and finish by 6pm.
<b>Core time;</b>	The times when employees must be at work. There are typically two chunks of core time either side of lunch – often 10am to 12pm and 2pm to 4pm.
<b>Flexible periods:</b>	Those other than core time, when employees can choose to work or not, within the rules. Typically these are 8am to 10am; 12pm to 2pm; and 4pm to 6pm.
<b>Accounting time:</b>	The period over which the total contractual hours should be worked. Typically this is set to four weeks.
<b>Flexi leave:</b>	Any credit hours built up over the accounting time taken in half or full days. Typically this is limited to one day or two half days in any one accounting period.
<b>Credit and debit:</b>	The limits to which hours owed to the employee or the organisation can be built up and carried over to the next accounting period. Credit is usually more than debit, as it is generally harder to make up hours rather than work over normal contractual hours.
<b>A note about TOIL and Flexi leave</b>	Sometimes credited hours are referred to as TOIL (Time off in Lieu), but this term is more widely used as the term for compensation when overtime has been worked and reward is in time back not overtime pay. Here employees agree informally with managers to take time off to make up for extra hours worked. The terms of TOIL can be widely variable and are at a line manager’s discretion. This is very different to the additional time worked in a flexi-time system where an employee might choose to work a few extra hours for personal reasons, cover busy times or to finish a piece of work. It is therefore clearer if everyone working flexi-time uses the term “flexi leave” or similar, and not TOIL.

### **2. OVERRIDING PRINCIPLES OF THE ATTENDANCE RECORDING SCHEME (ARS)**

The scheme will record attendance at work in line with Working Time regulations. The scheme will as far as practicable be operated within existing administrative systems so that there is no unnecessary

duplication. Attendance recording is not in itself intended to alter existing working arrangements. The University's Electronic Recording System will record attendance to the minute. If the operation of attendance recording highlights problems or inefficiencies, these issues will be addressed in a part of a review.

It is important that sufficient technical staff are available to carry out normal work, so adequate technical staffing must be available during the normal working day. Co-operation from all technical staff therefore, is essential. The Scheme is operated on the understanding that the efficiency and effectiveness of the University's operations are maintained.

The needs of all students and staff must continue to be met and normal practices in relation to such requirements as delivery of services must remain unaffected. If the work of any School/Department/Functional area deteriorates, steps will be taken to restore normal effectiveness and could dictate modifications in the flexible regulations when reviewed. If these measures fail to restore normal effectiveness, the Scheme could be cancelled for a particular individual or section after due consultation with the individual or section in question and through the review process.

Senior Technical Officers are responsible for the supervision and administration of all relevant technical staff as assigned to them in accordance with national agreements and services within the School/Department/Function area including; the passing on work directions from Head of School/Head of Department/recognised Head of Function as agreed and being responsible for ensuring completion of work; the recording/supervising and administering of attendance in accordance with current University practices and the scheduling, co-coordinating and guiding work activities following consultation.

**a. Attendance Recording Scheme (ARS)**

Technical staff may choose to work their standard hours. In any event, clocking in and out through University's Electronic Recording System will still be required.

Technical staff will be required to clock in four (4) times each day, upon commencement of their day, commencement of lunchtime, cessation of lunchtime, cessation of work day. Each day the University's Electronic Recording system will compare the clock in times against the daily rate and a plus or minus balance will be generated, depending on the amount of time worked.

Technical staff will ensure that they work up 36.5 hours per week, as per Haddington Road Agreement over an accounting period of 4 weeks, which an employee is normally required to work, during which credits and debits should be adjusted.

- An amount of time agreed with Line Manager/STO, over the standard working period of 7.18 hours which the employee has worked in one day, e.g. if an employee has worked 8 hours and 15 minutes in the one day, s/he has a credit (+) of 57 minutes for the day.
- A permissible amount of time below the standard hours that an employee is required to work, e.g. if an employee has worked 7 hours in the one day, s/he has a flex debit (-) of 18 minutes for the day. Please note that in general a person should work up a credit balance before they can have any debit balance to offset against it.

In this regard, Technical staff will have access to their clocking times via Core portal in which they can review their clocking on a daily basis. All aspects of leave will be recorded in Core as before.

The inputting of leave and of adjustments due to various absence types will be the responsibility of the Senior Technical Officer.

A minimum 30 minute lunch break is required for each day. If a person forgets to clock out for lunch, a 1 hour deduction will be made from their total for the day. If a person had in fact only taken a half

hour lunch – they can have the 30 minutes reinstated by having their Senior Technical Officer make an adjustment.

Technical staff should endeavour to work the standard working hours in each 4 week settlement period.

However, a debit or credit variation will be allowed in line with Overtime/ Time off in Lieu (TOIL) in *section 2.4* below.

- At the end of each settlement period, credit balances - subject to a maximum of 1.5 days, will be carried forward to the next period.
- If the carryover balance is debit, a maximum 7.8 hrs can be carried and it should be worked up in the next settlement period.

#### **b. Clocking**

Members of the technical staff should access their Employee Self-Service (Core Portal) account from a PC. They will have their own unique Personnel Number and Pin which will be used to log onto their account.

Under no circumstances should Core Portal log-on details be given to another member of staff. All absences should be accounted for.

Any authorised absence from the University will result in a credit equivalent. A full day's absence from the University for annual leave, public holiday, sickness or other authorised reasons will be credited as a Standard Day. A half-day's absence will be credited accordingly.

The main cases where such calculations will be required are:

- Annual leave, approved in advance as at present
- Medical/dental appoints, these appointments if possible should be arranged outside of normal work time, and will be given at the discretion of the individual's Line Manager. A note confirming attendance must be provided for such appointments.
- Trips away from the University (e.g. on official duty). A credit allowance will be made for the absence (less time spent on lunch break) on return.
- Where a technical staff member is away from the University all day on University business credit will be given as a normal working day.
- No credit will be allowed for time in excess of the Standard Working Day. This is dealt with through the technical staff member's Travel and Subsistence claim.
- Where sickness at work necessitates leaving early, the technical staff member will be clocked out at the time of departure from the University
- Parental Leave
- Force Majeure Leave
- Paternity Leave
- Marriage Leave
- Credit will be given for attendance at Ante-Natal classes. A note confirming attendance must be provided for such appointments.

Where an individual fails to clock in/out during a particular day, the system will record this as a "Missed Clocking" (for 1 missed clocking) or as an "Unapproved Absence" (no clocking's) and automatically deduct the Standard Working Day hours.

Technical staff are advised therefore, to clock in and out as required and to make regular checks

throughout to monitor variations from standard hours.

**c. Annual Leave and Other Types of Leave**

These will be credited on the following basis:-

- ½ Day = 3 hours 39 minutes (3.65 hours)
- 1 Day = 7 hours 18 minutes (7.30 hours)
- 1 Week = 36 hours 30 minutes (36.5 hours)

All Annual Leave requests should normally be submitted to the appropriate Line Manager through the currently agreed process. These requests must always be submitted in advance in order that the relevant adjustment is made within the system.

- Special leave must be approved by the Line Manager and the HR Manager.
- Arrangements for approved study Leave dates can be made through the currently agreed process with approval from the Line Manager.
- The present arrangements for Maternity Leave, Parental Leave, etc. remain in place.
- Visits to the dentist, doctor, or other personal matters should always be arranged outside of normal work Time, where possible.
- In exceptional circumstances e.g. in an emergency; such absences will be allowed by Line Managers or the Senior Technical Officer.
- A member of the technical staff should always ensure that his/her absences are recorded properly.

**d. Overtime/ Time off in Lieu (TOIL)**

There is a clear distinction between extra hours worked by technical staff as ordinary overtime and Time off in Lieu (TOIL). Reference should be made to the University's Time Off In Lieu (Toil) Standard Operating Procedure and Time Off In Lieu (Toil) Guidelines. (Appendix).

- Technical staff must be clocked out before commencing overtime.
- Overtime and Time off in Lieu (TOIL) will apply before 8:00 hrs and after 17.30 hrs
- Overtime and Time off in Lieu (TOIL) (TOIL is not paid) may not be paid to technical staff that have debit hours.
- Overtime and Time off in Lieu (TOIL) must be authorised in advance by an individual's Line Manager and returned through the currently agreed process

**e. Termination of Employment**

In order to facilitate salary calculations for the final period of employment; staff will be required to work their weekly normal hours (36.5) each week during their final pay month. Salary adjustments will be made

in respect of any debits incurred through working less hours than the normal hours per week. Balance of leave etc., should be made available on the Core Portal.

**f. General**

If an individual forgets to clock out in the evening, the clock will automatically clock them out at or 17:30hrs.

If infringements or amendments are not dealt with, then they become void after fifteen (15) months for both the Attendance Recording Scheme (ARS) and Flexi-time scheme.

Records of requests for Adjustment must be kept by the STO for audit purposes.

However, established abuses of the system will be subject to disciplinary action in accordance with the agreed Disciplinary procedures. Examples of such abuses include:

- • persistent omission to clock in or out at any time during the working day;
- • Clocking in while not working;
- • exceeding the permitted debit hours in three consecutive months;
- • serious abuse of the scheme e.g. *accessing another technical staff member's Core Portal account (one person clocking in or out for another)*, can be regarded as gross misconduct and can lead to disciplinary action up to and including dismissal of those involved.

### 3. **FLEXI-TIME SCHEME**

The main purpose of Flexible Working Hours is to provide a more flexible system of attendance for Technical Staff. Any person who opts to clock in under the flexible work hours scheme is subject to the process and procedures below.

#### **3.1 A Definition of Flexi-time**

Formal flexi-time schemes divide the day into core times and flexible times. The flexible periods allow employees some freedom to vary their starting and finishing time, while they are expected to be at work in the nominated core periods. Hours are recorded, and over the course of a set accounting period (usually four weeks) individuals must roughly balance their actual hours worked with their total contracted hours. Schemes usually allow a number of credit or debit hours to be carried over into the next accounting period. In most cases, these credit hours may be converted into extra leave.

#### **3.2 Basic Principles of Flexible Working Hours**

The main purpose of Flexible Working Hours is to provide a more flexible system of attendance for Technical Staff. The contractual working hours are not changed by this system and the total numbers of working hours are the same on Flexible Working Hours as under a fixed hours or timetabled system. The difference lies in the scope which individuals on a Flexible Working Hours system have to vary their times of arrival or departure, to vary the length and time of their lunch break and to take flexi-leave if they have accumulated sufficient credit hours.

It is important that sufficient technical staff is available outside core times to carry out normal work. Adequate technical staffing must be available between 9.00 a.m. and 5.00 p.m. of each working day. Co-operation from all technical staff therefore, essential. The Scheme is operated on the understanding that the efficiency and effectiveness of the University's operations are maintained.

The needs of all students and staff must continue to be met and normal practices in relation to such requirements as delivery of services must remain unaffected. If the work of any School/Department/Functional area deteriorates, steps will be taken to restore normal effectiveness and could dictate modifications in the flexible regulations when reviewed. If these measures fail to restore normal effectiveness, the Scheme could be cancelled for a particular individual or section after due consultation with the individual or section in question and through the review process.

Senior Technical Officers are responsible for the supervision and administration of all relevant

technical staff as assigned to them in accordance with national agreements and services within the School/Department/Function area including; the passing on work directions from Head of School/Head of Department/recognised Head of Function as agreed and being responsible for ensuring completion of work; the recording/supervising and administering of attendance in accordance with current University practices and the scheduling, co-coordinating and guiding work activities following consultation.

The scheme imposes greater responsibility on all technical staff to co-ordinate their working hours with other members of the team in which they work or with other sections, as necessary.

However, School/Department/Function Managers can reserve the right to exclude certain technical staff from a scheme for operational reasons, after due consultation with the individuals in question and as per the review process. The appropriateness of flexitime for particular individuals is by agreement between the Line Manager and the individual.

All Technical Support Staff will be required to record their attendance on the University's Electronic Recording System.

On arrival in the morning, going to lunch, returning from lunch, or leaving in the evening, - other than where arranged with the Line Manager / STO - the member of technical staff must operate the University's Electronic Recording System, by means a swipe card. The system will then; start or stop accumulating each person's hours to the minute.

### **3.3 The Working Day**

The number of hours of attendance required will not change but, work permitting; staff will have discretion to vary their arrival and departure times within fixed limits which will be known as Flexible Bands.

The main part of the day, during which all technical staff should be at their jobs (with the exception of lunch breaks) will be known as Core Time.

08.00 – 10.00 **Flexible morning band** – technical staff could start work any time during this span.

10.00 – 12.00 Morning **core time** – technical staff would have to be present during this period unless on authorised absence.

12.00 – 14.00 **Flexible Lunch Band** – technical staff can take up to a two hour lunch break. The minimum period for lunch will be 30 minutes.

14.00 – 16.00 **Afternoon core time** – technical staff would have to be present during this period unless on authorised absence

16.00 – 18.00 **Flexible Afternoon band** – technical staff could finish work any time after

16.00 up to 18.00. (Note: The Flexible Afternoon Band on Friday will be 15.00 – 18.00)

### **3.4 Core Time**

In order to ensure that there will be minimum periods in each day during which technical staff are available to communicate with each other, with other Sections/Schools and with the public, several hours each day will be designated as Core Time. Core Time is the part of the Flexitime Working Hours day during which all technical staff MUST be in attendance unless on authorised absence.

Authorised absences in Core Time arise in a number of ways, e.g. annual leave, sick leave, duty outside the University.

### **3.5 Flexible Bands**

These are periods outside Core Time during which technical staff may determine their times of arrival and departure subject to their timetables. The operation of the system will have to be subject to the work requirements and it may not always be possible to allow individuals the maximum flexibility. This may be particularly so during periods when the Section/School is exceptionally busy.

Obviously a system under which individuals could vary considerably their times of arrival and departure on a daily basis would cause confusion. To prevent this, technical staff must be open and co-operative with their colleagues and management about the pattern of their attendance.

### **3.6 Flexitime Lunch Break**

There is a flexible element during the lunch period: 12:00 – 14:00 hours: during which a minimum break of 30 minutes must be taken (a maximum of 2 hours can also be taken). If no lunch break is recorded, the system will automatically deduct 1 hour.

### **3.7 The Accounting Period**

The number of working hours for Technical staff will be 36.5 hours per week.

The “required working hours” for full-time technical staff participating in this scheme during this Accounting Period will be Number of Working Days in each period as shown below multiplied by 7.30 hours in a working day.

There will be three flexi (accounting) periods per year as follows;

1<sup>st</sup> January to 30<sup>th</sup> April

1<sup>st</sup> May to 31<sup>st</sup> August

1<sup>st</sup> September to 31<sup>st</sup> December

At the end of each accounting period, the total working hours recorded will be compared with the required number of hours, net of lunch breaks.

A person can carry over an excess or deficit of hours (see 3.10 below).

An individual may opt to revert to standard working hours (refer to section 2; ARS), 1 months’ notice should be given before the end of either of the flexi periods. All Negative and positive balances must be cleared before a person can transfer to the other scheme. Please also note that positive or negative flexi balances cannot be converted in TOIL hours, nor can TOIL hours be converted in Flexi balances.

An individual may be (re)admitted to the Flex scheme in line with the procedures set out in appendix.

### **3.8 Clocking**

Members of the technical staff should access their Employee Self-Service (Core Portal) account from a PC.

They will have their own unique Personnel Number and Pin which will be used to log onto their

account.

Clocking's before the time-band are accepted with recording starting immediately. Time before and After the time band is recorded as "TOIL Hours".

Under no circumstances should Core Portal log-on details be given to another member of staff. All absences should be accounted for.

Any authorised absence from the University will result in a credit equivalent. A full day's absence from the University for annual leave, public holiday, sickness or other authorised reasons will be credited as a Standard Day. A half-day's absence will be credited accordingly.

The main cases where such calculations will be required are:

- Annual leave, approved in advance as at present
- Medical/dental appoints, these appointments if possible should be arranged outside of normal work time, and will be given at the discretion of the individual's Line Manager. A note confirming attendance must be provided for such appointments.
- In exceptional circumstances absences will be allowed during core-time by Line Managers.
- Trips away from the University (e.g. on official duty). A credit allowance will be made for the absence (less time spent on lunch break) on return.
- Where a technical staff member is away from the University all day on University business credit will be given as a normal working day.
- No credit will be allowed for time in excess of the Standard Working Day. This is dealt with through the technical staff member's Travel and Subsistence claim.
- Where sickness at work necessitates leaving early, the technical staff member will be clocked out at the time of departure from the University
- Parental Leave
- Force Majeure Leave
- Paternity Leave
- Marriage Leave
- Credit will be given for attendance at Ante-Natal classes. A note confirming attendance must be provided for such appointments.

Where an individual fails to clock in/out during a particular day, the system will record this as a "Missed Clocking" (for 1 missed clocking) or as an "Unapproved Absence" (no clocking's) and automatically deduct the Standard Working Day hours from the flexi balance.

Please refer to the "Missed Clocking" section of the instructions issued from the Human Resources Office on how to complete an adjustment in Core Portal.

Technical staff are advised therefore, to clock in and out as required and to make regular checks throughout each flexi period to monitor variations from standard hours.

### **39 Core Time Infringements**

Core time infringements occur when an individual clocks in during the core times as outlined above, that is during the times when normally everybody is present: between 10:00 – 12:00 and between 14:00 – 16:00 hours.

Technical staff should be aware that core time infringements are a violation of the flexi scheme policy and may result in removal from the flexi scheme.

Where exceptional circumstances arise, such as difficult travelling conditions (icy roads, “lightening” transport strike, etc.), commencement of Core Time may be waived at the discretion of the Line Manager.

Should a technical staff member forget to clock in/out, they should contact their Senior Technical Officer immediately and this can be adjusted on the system.

### **3.10 Surplus/Deficit Hours**

Normally Technical staff should work the standard number of hours in each accounting period. However, a debit or credit valuation of up to 36 hours i.e. greater than four (4) days (pro-rated accordingly for technical staff on Job/Work Sharing or Shorter Working Week arrangements) at either the start or finish of any accounting period will be allowed (*see section 3.7 & 3.11*). At the end of each flexi period any surplus or deficit within these limitations will be carried forward to the next flexi period.

If any Technical staff member exceeds the permitted credit of 36 hours (or pro-rata equivalent), in two consecutive periods, the excess credit will not be cancelled but must be cleared during the next flexi period.

The banking of hours is allowed so that the leave can be taken over the summer, unless by agreement. Note that only 12 days can be worked up in the relevant calendar year and there is no provision to carry over days into the following year.

In view of the arrangements for the taking of flexi-leave (*see section 3.11*), a credit valuation up to 36 hours may be carried forward each accounting period, where flexi-leave is being accumulated.

### **3.11 Flexi-Leave**

Flexi-leave may be defined as permission to be absent from work during Core Time in recognition of excess hours carried forward from previous accounting periods.

To qualify for this, an individual must have built up 3.3 hrs (3hrs 39min) in order to be absent for one core period (i.e. ½ day) or (7.3 hrs or 7hrs 18min) if he/she intends to be absent for 2 core periods (i.e. one full day) and he/she must have the line manager / STO prior agreement to take such leave.

A half-day flexi leave must finish or commence between 12:00 and 14:00 hours. In effect therefore, a maximum of 12 flexi-days may be taken in the calendar year.

It is expected that flexi-leave will normally be granted/taken during out-of-term hours (i.e. when there are no classes). Only in exceptional circumstances, or where services are not affected (particularly where technical staff are not involved in direct school technical support), will flexi-leave be granted to technical staff during term time. The maximum number of flexi-days that can be taken in one continuous period will normally be 4 days.

The Senior Technical Officer should ensure that such leave is recorded on the attendance report. Record of flexi-time will be kept separate from annual leave but such leave may, of course, be taken in conjunction with annual leave

### **3.12 Annual Leave/Flexi Leave and Other Types of Leave**

These will be credited on the following basis:-

½ Day	= 3 hours 39 minutes (3.65 hours)
1 Day	= 7 hours 18 minutes (7.30 hours)
1 Week	= 36 hours 30 minutes (46.5 hours)

All Annual Leave and Flexi Leave requests should normally be submitted to the appropriate Line Manager through the currently agreed process. These requests must always be submitted in advance in order that the relevant adjustment is made within the system.

- Special leave must be approved by the Line Manager and the HR Manager.
- Arrangements for approved study Leave dates can be made through the currently agreed process with approval from the Line Manager.
- Retrospective Sick Leave will necessitate, which should be given to the Line Manager.
- The present arrangements for Maternity Leave, Parental Leave, etc. remain in place.
- Visits to the dentist, doctor, or other personal matters should always be arranged outside of Core Time, where possible.
- In exceptional circumstances e.g. in an emergency; such absences will be allowed during Core Time by Line Managers or the Senior Technical Officer.
- Adjustments will be given in respect of Core Time hours only.
- In ALL such circumstances, absences during Core Time will always be subject to prior authorisation by an individual's Line Manager.
- A member of the technical staff should always ensure that his/her absences are recorded properly.
- As in the case of Annual Leave, Flexi Leave must be authorised in advance through the currently agreed process.

### **3.13 Overtime/ Time off in Lieu (TOIL)**

There is a clear distinction between extra hours worked by technical staff on flexi-time, as part of normal flexi-time arrangements, ordinary overtime and Time off in Lieu (TOIL). Reference should be made to the University's Time off in Lieu (Toil) Standard Operating Procedure and Time off in Lieu (Toil) Guidelines. (Appendix)

- Technical staff must be clocked out before commencing overtime.
- Overtime and Time off in Lieu (TOIL) will apply before 8:00 hrs and after 18.00hrs Overtime and Time off in Lieu (TOIL) (TOIL is not paid) may not be paid to technical staff that have debit hours.
- Overtime and Time off in Lieu (TOIL) must be authorised in advance by an individual's Line Manager and returned through the currently agreed process.

### **3.14 Termination of Employment**

In order to facilitate salary calculations for the final period of employment: - Flexi leave will not be allowed in the final flexi period. Salary adjustments will be made in respect of any debits incurred through working flexible hours. Balances of leave etc., should be made available on the Core Portal.

### **3.15 General**

If an individual forgets to clock out in the evening, the clock will automatically clock them out at 16:00hrs.

Every effort should be made by technical staff to ensure that there are no core time infringements. In addition every effort should be made by management to ensure that adjustments to core time infringements are dealt with in a timely manner. If an individual wishes to have a core time infringement excused, they must contact the STO who must maintain records of such adjustments. If infringements or amendments are not dealt with, then they become void after fifteen (15) months for both the Attendance Recording Scheme (ARS) and Flexi-time scheme.

Records of requests for Adjustment must be kept by the STO for audit purposes.

However, established abuses of the system will be subject to disciplinary action in accordance with the agreed Disciplinary procedures. Examples of such abuses include:

- • persistent omission to clock in or out at any time during the working day;
- • Clocking in while not working;
- • exceeding the permitted debit hours in three consecutive months;
- • serious abuse of the scheme e.g. *accessing another technical staff member's Core Portal account (one person clocking in or out for another)*, can be regarded as gross misconduct and can lead to disciplinary action up to and including dismissal of those involved.

#### **4. REVIEW**

This Agreement will be reviewed or if requested by either the Union or Management in accordance with agreed industrial processes;

- i. regularly from an operational viewpoint;
- ii. in detail before the end of the academic year; and
- iii. before the commencement of the second Semester

It should be noted that if any information contained in this document goes against the terms and conditions of Technical Staff grades as agreed in the 2005 Review of these grades, or changes any work practices as laid down in the Review, then the Union can reserve the right to refer this to the National Forum.