

# **FLEXI-TIME SCHEME**

## **Support Staff, Grades 2 – 6**

### **1. INTRODUCTION**

This framework has been developed in order to assist in meeting the business needs of University of Suffolk and to help meet the needs of staff seeking to balance work requirements against the demands placed on them outside of work.

The success of a scheme of this nature depends on the co-operation of staff and managers. Work life balance is a two-way street and there needs to be give and take on both sides.

The Flexi-time scheme is managed in line with minimum legislative requirements including, but not exclusively:

- The Working Time Regulations (as amended) 1999 and additional provisions for Young Workers (under 18 years)
- Health and Safety at Work etc Act 1974

### **2. SCOPE**

This framework applies to support staff on grades 1-6 (inclusive), where service needs make its use feasible and mutually beneficial. Staff contracted to undertake duties during defined periods may, by necessity, be excluded from these arrangements.

### **3. PERIOD OF CALCULATION**

Flexi-time is calculated over a 4-week period.

#### **4. HOURS OF WORK**

The standard working week for staff on grades 2-6 is 37 hours per week. The standard working hours total in a four-week period is 148 hours.

-A standard day for flexi time purposes is 7 hours 24 minutes.

-A standard half day for flexitime purposes is 3 hours 42 minutes.

#### **5. WORKING TIMES**

Staff who are able to take part in the scheme may choose their own start and finish times, within reason, and must have the prior consent of their manager. Without manager consent and awareness of working hours, flexi-time may not be honoured. It is important to work within the spirit of the scheme and for both Managers and staff to reflect on the needs of the relevant area of work, the impact on service users and other team members, taking care not to unreasonably disadvantage staff with parental or carer responsibilities who may be trying to balance work demands against domestic needs.

University premises are open 24/7 to provide a flexible and accessible learning environment. Therefore, staff are usually able to access the buildings at any time. However, access to attend for work may be restricted by managers at certain times for reasons of security, IT availability, continuity of service or other practical reasons within your work area. Individuals should therefore discuss the practicability of the hours they wish to work with their manager and gain prior approval.

In line with current rules on Working Time, staff will be expected to take a break of at least 11 hours between finishing work on any given day and commencing work the following day.

In certain cases, members of staff may on occasion be required to travel for work and possibly stay overnight. In these circumstances, instead of getting normal breaks, they are entitled to 'compensatory rest'. This is rest taken later, ideally during the same or following working day, although some rest may come slightly later than normal.

#### **6. LUNCH BREAKS**

A minimum break of 20 minutes must be taken. These are non-work times, which will not count towards flexi-time worked. Individual lunch breaks should be agreed locally within teams.

#### **7. CARRY FORWARD (CREDIT/DEBIT)**

It is encouraged that staff should take their flexi-time in the same 4 week period as it was accrued however staff working the University of Suffolk Flexi-time Scheme may carry forward from one 4-week period to the next a credit of up to 15 hours or a debit of up to 5 hours. If a staff member regularly carries forward excess credits or debits, the privilege may be withdrawn and staff required to work fixed hours.

#### **8. FLEXI-LEAVE**

Staff may accrue flexi-time in order to take flexi-leave. Prior approval for leave of this nature must be obtained from line managers, in the same way as approval for annual leave is sought.

Flexi-leave may be taken as full or half days.

Up to 2 days' flexi-leave may be taken in any one four-week period (subject to approval).

## **9. RECORDING OF HOURS**

Staff choosing to work flexible hours will record their working times on a weekly form, for authorisation by their line manager. Recording forms/spreadsheets are available from the People & Organisational Development Team.

## **10. SICKNESS/ABSENCE**

Staff absent due to ill health will be credited with standard day(s) or half day(s) for the period of their absence. Where absence occurs part way through a day, the remainder of a standard day will be credited.

## **11. ANNUAL/COMPASSIONATE LEAVE**

A standard day (or half day) credit will be recorded for each day (or half day) of leave taken.

## **12. DOCTOR/DENTAL/HOSPITAL APPOINTMENTS**

Wherever possible these should be taken outside of working hours; no credit will be given. In the case of ante-natal appointments, or appointments arising from a declared disability, a credit will be granted for hours missed.

## **13. OVERTIME**

Enhanced hourly rates for overtime working may still be paid in respect of additional hours worked in excess of 37 per week, in exceptional circumstances. Such hours will not count towards the flexi hours total. In exceptional circumstances, managers may agree to the conversion of excess flexi time into overtime hours; depending on the circumstances of each case, such hours may be paid at plain time or enhanced rates.

## **14. CONTRAVENTIONS**

The arrangements set out here are a demonstration of the trust the University places in its staff. If, however, a member of staff fails to follow the spirit of the scheme, or regularly carries forward excess debits or credits, the privilege may be withdrawn and staff required to work fixed hours. Deliberate falsification of hours under this scheme is a disciplinary offence, which may be regarded as gross misconduct.