



Policy Name: Payments for Exceptional Working Policy		P No: P1516-776
Policy Owner: Cal Prangle		
Issue Date: February 2016	Review Date: February 2018	
Relevant Legislation / Relevant external guidance if applicable: Working Time Regulations		
Documents being replaced (<i>quote P or L No.</i>): N/A		
<p>Policy Statement:</p> <p>1. PURPOSE</p> <p>This policy aims to give greater flexibility to Professional Service Directors to enable them to make payment in exceptional circumstances to members of staff who regularly work Saturday, Sunday or out of hours, in order to meet the requirements of the University as prioritised by Senior Management Team. It is not intended to replace the use of time off in lieu, which remains the priority and the norm.</p> <p>2. SCOPE</p> <p>This Policy applies to Professional Service employees who are UK-based.</p> <p>3. KEY PRINCIPLES</p> <p>Line managers are entitled to ask employees to work in line with their terms and conditions of service, which allow for Saturday, Sunday and out of hours working. In exchange for which the employee will be offered time off in lieu on a one to one basis that is, one hour of time in lieu for every hour worked.</p> <p>Time off in lieu should be considered before any other alternative however, where exceptional circumstances mean that time off in lieu is not practicable, there may be a case for making payment for out of hours working. Out of hours are defined as after 8pm and before 6 am or on Saturday or Sunday.</p> <p>There is an absolute requirement for line managers to effectively plan for staff to take time off in lieu where it is known in advance that Saturday, Sunday or out of hours work may be required.</p>		

Professional Service Directors have the discretion to make additional payments only:

- where time off in lieu has been thoroughly planned for and explored
- where line managers are able to evidence why a time off in lieu option is not practicable
- where staff are required to work more than 7 hours 'out of hours' during a month
- where staff are required on more than one day during a month to work out of hours
- where the work supports activities recognised by the University SMT as being strategically important (as set out in the defined list of events or circumstances below)

The list of events or circumstances for which payment can be considered on a case by case basis are:

- official open days or visit days agreed by the University
- enrolment week
- arrivals weekend
- clearing

Definitions of HR terms used in this policy:

Supporting Procedures/Guidance Documents/Codes of Practice with P Nos. and hyperlinks:

- [Flexi-time working guidelines](#)
- [Payments additional to salary \(Financial Regulations\)](#)