

Swansea University

Flexi-Time Working Guidelines

Introduction

1. The flexible working hours system, will apply in those departments where the system has been agreed between the Head of Department and the members of staff. It is recognised that the system will not apply in some areas or to some job roles, for example where there is a requirement for service between set hours or where the nature of the job requires that a significant proportion of working time is spent away from the office.
2. The general entitlement of staff to flexitime is subject to service needs and the requirements of the role. Heads of Department have a responsibility to manage the hours of their staff to ensure the provision of appropriate levels of service, as well as seeing to it that all services are adequately staffed during official opening times (commonly 9 a.m. to 5 p.m.).

Variation of Policy

3. It is recognised that some Departments might wish to vary the policy to meet particular working arrangements, for example to take account of regular weekend working or on call arrangements. If variation is required then this will require the express written permission of the Director of Human Resources, which may require consultation with staff and trade unions.

Staff on AP&M Grade 7 and above

4. Under the Terms and Conditions of staff on Grade 7 and above, such staff are required to work *not less than 35 hours per week and such additional duties as are necessary for the proper discharge of their duties*. This will not preclude such staff from being included in flexitime arrangements. A professional approach is expected from all members of staff and it may be the case that it is not possible to take all time accrued.

Part Time Staff

5. Where members of staff work part-time and are eligible to work flexible hours, their flexi time entitlement or otherwise will be on a pro-rata basis. Depending on the nature of the job and hours of work, core hours will be specified for the individual by the Head of Department, as appropriate. In applying these guidelines particular care must be taken to ensure that part time staff are treated no less favourably than their full time colleagues.

Core Time

6. Full time employees must be at work between 1000 and 1200 hours, and 1400 and 1600 hours. This period is known as the 'core time' and ensures that offices will be staffed properly.

Core hours for employees contracted on a part time basis should be stated/agreed by the Head of Department on commencement of post and will be related to the times that service is required.

Flexible Times

7. Start and finish times will be as defined by the Head of Department, for example: Start times will normally be between 0800 - 1000 hours and finish times will normally be between 1600 - 1800 hours. Individuals can agree with the Head of Department their starting or finishing times within the defined periods, provided they meet the working requirements of the Department. Heads of Departments may specify minimum staffing levels that must be maintained at all times. All Departments must be adequately staffed during the normal opening times of the Department or Section (commonly between 0900 hours and 1700 hours each day), but if all staff co-operate with their colleagues, bearing in mind the needs of the University/Department, it should be able to meet individuals and the University's requirements. It is recognised that, in some Departments, certain periods during the academic year are particularly busy. It is therefore acceptable for Heads of Departments to specify periods where flexi leave will not be approved or available.
8. There will also be arrangements for flexibility at lunch times. The lunch break will be taken between 1200 hours and 1400 hours and may be a minimum of half an hour or up to a maximum of two hours, provided it does not interrupt the work of the office. If individuals are unable to take their lunch break during this period, then a rearrangement may be made with the approval of the Section Head.

(NB: The Core time and Flexible times of the Administrative Departments may vary and will be as advised by Heads of Departments).

Lieu Time

9. There may be periods such as, for example, weekend working for a particular event or project, that cannot be accommodated in the flexitime period. Such accrued lieu time may be authorised by the Head of Department outside the parameters of this scheme and may be taken at a later time by agreement with the Head of Department. Detailed lieu time arrangements are outside the scope of this agreement and should be agreed with Human Resources. The following principles should apply:
 - Lieu time should only be granted for exceptional and intense periods of work. It should not be routinely offered.
 - No more than 7 hours lieu time should be granted for a day's work
 - Lieu time should be taken as close to the date worked as possible and normally within 4 weeks.
 - Excessive lieu time that cannot be taken in a 4 week period should not normally be accrued.
 - Lieu time should not be granted other than at "plain time" i.e. no more than one hour worked for one hour off.

Completion of Standard Hours

10. A complete flexible period will consist of a pre determined period of four working weeks. During each four week period, the standard working hours must be completed, that is 4 weeks x 35 hours = 140 hours, except that it will be permissible at the end of each four week period to hold a surplus to be determined by the

Director/Head of the relevant service. The default arrangement will be 10 hours. No more than 7 hours in deficit in the 4 week period will be allowed. If the surplus, at the end of a four week period exceeds the hours permitted, then the excess will be forfeited and not carried forward. Additional hours accumulated should be taken in periods that are agreed with the Head of Department. If the deficit of seven hours is exceeded, then disciplinary or other action may be taken, which could include the withdrawal of the flexible working hours facility.

11. These allowances are pro rata for part time staff (i.e. a carryover would be calculated as 10 hours x FTE and deficit would be 7 hours x FTE).
12. Within each four week period, a surplus or deficit of time may be carried over from day to day or week to week, e.g. if during one week, 30 hours are worked, then five hours extra will need to be working during the rest of the period, or the five hours may be carried over to be worked in the following four week period.

Adjustment of Hours

13. Adjustment of hours must be made in flexible periods (ie outside of 'core time'), except that, if sufficient surplus hours have been accumulated due to work commitments, it is permissible to take not more than two half days or one whole day (pro rata for part time staff) per four weeks as time off against these surplus hours. It will not normally be permissible to take this time off unless the necessary surplus hours have already been accumulated. Reasonable notice must be given and the permission of the Director/Head of Department or delegated other obtained before taking accrued time in this way.
14. There is no entitlement to additional days leave as a result of accumulation of additional hours. The accumulation of surplus hours should be as a result of work commitments and should not be accumulated for the sole purpose of accumulating additional leave.
15. Accumulation of hours may only take place when the level of work demands that staff work over and above their normal hours. Should excessive accrual of surplus time take place, Heads of Department should request that the member of staff concerned adjusts their working pattern.
16. Should it be the case that members of staff are regularly accruing excessive amounts of flexi time and/or are unable to meet the requirements of their position in the time allocated the hours and/or requirements of the post should be reassessed.

Holidays, Sickness and Other Absences

17. It is recognised that, in some Departments, certain periods during the academic year are particularly busy. It is therefore acceptable for Heads of Departments to specify periods where flexi leave will not be approved or available.
18. Credits will be given for annual leave, sick leave or other authorised absence on the basis of seven hours each day or three and a half hours for each half day (pro rata'd accordingly for part time staff).
19. Where possible, members of staff should arrange doctors, dentists and hospital appointments outside their working hours, or if this is not possible, at the beginning or end of the working day in order to minimise disruption to the working day. In these circumstances the actual time taken for such medical appointments will be

counted as working hours, but the calculation of this time cannot start before 0900 hours nor extend beyond 1700 hours. Reasonable notice and management permission must be given in advance of the appointment and all time taken will be monitored. Where a half day or more is required for such appointments, the time taken should be recorded under the Sickness Absence Policy and will be recorded under the Sickness and Absence Monitoring system. Time taken to accompany another person to appointments will not normally be credited.

20. Whilst the University recommends a uniform approach to such matters, it recognises that each request should be considered on its particular circumstances. In such cases where individuals feel their request for such time off is not being fairly or fully considered, the matter should be referred to the Human Resources Department.
21. Where members of staff are away from the office for the day, for example, on training, working from home or in meetings at other locations, the maximum time that they can be credited with will be a standard working day, i.e. a maximum of 7 hours including any travelling time.

Recording of Work Hours

22. In order to check the total hours worked at any time, all starting and finishing times must be recorded on the electronic clocking in system. Only in this way can the credit or debit hours be counted.
23. Members of staff are provided with a 'personalised swipe card' to use with the system. Replacement cards are available from Estates Services, but a charge of £2 will be made.
24. All members of staff must clock in by either using their 'swipe card' or by accessing the on-line TimeWare Portal on arrival for work and clock out in the same way when finishing work. Similarly, all members of staff must 'clock out' when going for lunch and 'clock in' again when returning. Members of staff should clock out during lunch break if they leave their office even if they are still taking ½ hour.
25. Where members of staff forget to clock in/out in line with the above regulations, or where they are away from the office on business and are unable to do so, a personal flexi adjustment card is provided on which must be entered the date and reason for the failure to clock, and the hours to be credited. This card should then be signed by the Section Head and forwarded to the Head of Department, where it will be dealt with and returned to the member of staff concerned. New flexi adjustment cards are obtainable from the Head of the Department.
26. Members of staff must not use another member of staff's 'swipe card' without their knowledge. Disciplinary action will be taken against anyone found so doing. When clocked in, members of staff are expected to be at work. If this is found not to be the case or where employees fraudulently swipe for others, this may be considered gross misconduct and could lead to summary dismissal.
27. It is stressed that official attendance hours (even in the flexible periods) are official working hours. If, for personal reasons, it is preferred to come in early or leave late, then recording of attendance must be made at the commencement and finish of work.

Calculation of Hours Worked, Credits and Debits

28. At the end of the four week flexi period, the electronic recording system will show the total number of hours worked, with a series of starting and finishing times. It will also show holidays and sickness, provided that these have been notified appropriately. Staff can access their flexi-time records through the on-line Timeware Portal.
29. Departmental Flexitime administrators will provide their Head of Department with a summary report for each month so they can pick up on any excessive build up of flexi time or regular deficits of flexi time.
30. The link for the Timeware Personal Information portal is :
<http://137.44.66.27/index.html>

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