



Flexible Working Hours Scheme & Attendance for Technical Staff

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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 Institute'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	Flexible morning band – staff could start work any time during this span.
10.00 – 12.30	Morning core 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	Flexible 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 core 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	Flexible 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 54 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 Institute.

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:

- 1st January to 30th April
- 1st May to 31st August
- 1st September to 31st 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 (ESS) account from a DIT 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 ESS log-on details be given to another member of staff.

8.3 All absences should be accounted for. Any authorised absence from the Institute will result in a credit equivalent of Standard Day regardless of duration of absence. A full day's absence from the Institute 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 Institute (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 Institute
- 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 48 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 ESS. Any adjustments not submitted or approved through ESS will necessitate the completion of a paper adjustment. 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 54 minutes to be absent for one core period (i.e. ½ day) or 7 hours 54 minutes if he/she intends to be absent for 2 core periods (i.e. one full day) and he/she 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.

11.2The 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.

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

12.1These will be credited on the following basis:-

½ Day	=	3 hours 54 minutes
1 Day	=	7 hours 48 minutes
1 Week	=	39 hours

12.2All Annual Leave and Flexi Leave requests should normally be submitted to the appropriate Workgroup Manager through ESS for approval. These requests must always be submitted in advance in order that the relevant adjustment is made within the system.

12.3Special leave must be approved by the staff member's manager and the HR Operations Manager.

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

12.5Retrospective Sick Leave will necessitate a paper adjustment, which should be given to the Local CoreTime Administrator.

12.6The present arrangements for Maternity Leave, Parental Leave, etc. remain in place.

12.7Visits 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 with an adjustment sheet.

12.8In 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 his/her absences are recorded properly.

12.9Staff 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).

12.10 As in the case of Annual Leave, Flexi Leave must be authorised in advance through ESS.

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. Salary adjustments will be made in respect of any debits incurred through working flexible hours.

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 ESS 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 Institute's premises.

16.2 If an individual forgets to clock out in the evening, the clock will automatically clock them out at 4.00 p.m. [8.00 pm where evening/night work is involved]. The remainder of the time due (if any) should be claimed on the adjustment sheet as soon as possible. This sheet MUST be signed by the Supervisor concerned as approved.

16.3 Every effort should be made by staff to ensure that there are no core time infringements. If an individual wishes to have a core time infringement excused, they must send an approval sheet signed by their supervisor to the Human Resources Office.

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

16.5 Adjustment sheets must be forwarded to Human Resources Office within the Current Accounting Period.

16.6 Medical Certificates or sick notes must be accompanied by an Adjustment sheet.

16.7 It was agreed that the flexi-leave year should initially correspond with the annual leave year for technical staff i.e. September to August.

16.8 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.

16.9 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 ESS 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.

16.10 The Joint Working Group agreed that if a Flexible Working Scheme is introduced, it should be reviewed (a) regularly from an operational viewpoint; (b) in detail before the end of the academic year; and (c) before the commencement of Semester 2 if requested by either side.

17. QUERIES

Contact: Resourcing – Leave & Benefits, Human Resources

E-mail: hr@dit.ie



FLEXIBLE HOURS ADJUSTMENT SHEET FOR TECHNICAL STAFF

NAME: _____ GRADE: _____

STAFF NO: _____ SECTION: _____

Annual leave entitlement (incl. days carried forward from last year): _____

No. of days taken during current leave year: _____

No. of days remaining for current leave year: _____

DATES		CERTIFIED SICK LEAVE	UNCERTIFIED SICK LEAVE	ANNUAL LEAVE	FLEXI LEAVE Please state no. of hours in credit on your clock (*)
From	To	No. of Days	No. of Days	No. of Days	No. of Days
Total No. of Days					

(*) Please note: flexi days can only be taken when you have at least 7 h 48m in credit on your clock. Your manager may ask to see a flexi time report to verify this before authorising your flexi day.

Other Adjustments: e.g. Institute business, visit to doctor/dentist, special leave, study or exam leave, booking errors, etc.

DATES		Explanation	Time In	Time Out	AMOUNT OF TIME		
From	To				+ / -	HRS	MIN
Total Hours/Min + or -							

SIGNED: _____

For HR use only

DATE: _____

Updated by: _____

CERTIFIED: _____
Head of Section/Department

Date: _____

DATE: _____

Completed Form should be returned to your local administrator/Line Manager as soon as possible to facilitate immediate updating.