

1. Scope

The scheme applies to all members of staff within Aberystwyth University who are eligible and have opted to be part of a flexi time scheme. The scheme is offered on a local basis as a non contractual benefit and is not part of the conditions of service.

2. Eligibility

Subject to the operational needs of the University to deliver services effectively and where Departments / Institutes choose to introduce the scheme, flexi-time is available to all staff apart from:

- casual workers
- staff whose contracts require the working of specific fixed hours (e.g. staff working shifts)
- academic staff (academic staff already have flexibilities within their contract)
- shift workers

Employees who wish to participate in the scheme will be required to opt out of the Framework Agreement in relation to the payment of overtime during the flexi bandwidth.

The employee can only opt into the flexi scheme at the starting point of the 8 week period.

3. Hours of work

Under the Framework Agreement, normal office hours for full time staff are 36.5 per week. These can be worked as follows:

8.30 a.m. – 5.00 p.m. with 1 hour for lunch (Mon – Thurs) 8.30 am – 4.00 pm (Fri)
9.00 a.m. – 5.30 p.m. with 1 hour for lunch (Mon – Thurs) 9.00 am – 4.30 pm (Fri)
9.00 a.m. – 5.00 p.m. with 30 minutes for lunch (Mon – Fri) 9.00am – 4.00 pm (Fri)

However, the flexi-time scheme rules allow employees to vary their start and finish times (as stated above), as long as they fulfil their overall commitment to work an average of 36.5 hours (FTE) per week over an 8 week accounting period.

4. Core hours

All full time employees must present during core hours each day, which are 10.00 a.m. to 12.00 noon and 2.00 p.m to 4.00 p.m. Core hours for part time staff will be agreed on an individual basis by the Head of Professional Service Department, Institute Manager or Institute Director.

Please note you will not be able to finish before 4.00 p.m. on a Friday.

5. Lunch break

All full time employees must record at least 30 minutes break at lunchtime. Part time employees must also record 30 minutes break where they work in excess of 6 hours in any given day.

6. Flexi bandwidth

Subject to building opening hours and any relevant health and safety considerations, employees may start work between 8.00 a.m. and 10.00 a.m. and finish between 4.00 p.m. and 6.00 p.m. Hours worked outside these times cannot be counted towards flexi-time hours and should not be recorded on the flexi time form.

Attendance patterns on a day-to-day basis can and will fluctuate to suit personal circumstances however we need to ensure that minimum levels of staffing are maintained throughout the period defined as normal office hours. If an employee would like to start at 10 am or finish at 4pm on a given day, they must notify their line manager in advance so that appropriate levels of office cover can be maintained. There may be occasions where this request cannot be agreed where staffing levels fall short of those required. Minimum staffing levels will be agreed at departmental or institute level.

7. Carry Over

A maximum of 8 hours may be carried over from one 8 week period to the next. Any surplus in excess of 8 hours will be lost. Where the surplus hours to be lost exceed a full working day, you will be invited to a meeting with your line manager to discuss how these hours can be minimised in future reporting periods.

Surplus hours do not count as paid overtime, which, if available, must be agreed in advance and should not be recorded on flexi-time records.

A maximum of 2 hours deficit can be carried over to the next accounting period. Where your hours of work are more than 2 hours in deficit, you will be invited to a meeting with your line manager to discuss the reasons for this.

8. Accounting Period

The accounting period is an 8 week cycle.

9. Flexi leave

Those employees who have built up a surplus of hours may use these to take additional leave (flexi-leave) which does not count against their contractual annual leave entitlement. A maximum of one day, or two half days' leave may be taken during each 8 week period, pro rata for part-time staff.

All flexi-leave will be at the discretion of the line manager and where necessary, will be arranged based on existing leave commitments of other colleagues within the department/institute.

10. Sickness/Absence/University Closure Days/Public Holidays

Time recorded for these days will be the normal contracted hours that an employee would have usually worked that day e.g. 7.5 hours for full-time staff.

11. Recording of Hours

Employee start and finish times, annual leave, etc must be recorded on a flexi timesheet which is available as an Excel spreadsheet. Please note, you cannot record any hours worked prior to 8.00 am or post 6.00 pm (i.e. outside the bandwidth). Within 5 days of the end of each accounting period you must email your timesheet to your line manager. All requests for flexi leave will be recorded via self service Pobl AberPeople.

12. Auditing/Supervision

The line manager should check that the attendance required is, to the best of their knowledge, accurate, that University holidays and annual leave have been entered correctly and that no time outside the bandwidth has been recorded. The latter is particularly important to ensure the final analysis of working time is correct. The line manager can reconcile the excel spreadsheet with a report generated from ABW.

The completed timesheet will be saved electronically by the line manager for audit purposes.

A copy of the flexi timesheet should be retained by the employee for a period of 12 months.

13. New employees

The line manager should ensure that details of the scheme are communicated to new employees, that they are given access to the appropriate documentation and retain records as required.

14. Policy Review

Human Resources will co-ordinate a review of this policy in order to maintain compliance with legislation and good practice. The review will be undertaken in liaison with the recognised trade unions and any proposed amendments will be submitted to the appropriate relevant committee, University Executive and Council if required.

15. Equality Impact Assessment

The University is committed to embedding the Equality Scheme into its policies, procedures and practices. This policy has been equality impact assessed in accordance with this scheme.