

UNIVERSITY OF SUSSEX

***** Division

- 1.1** The **** Division operates a Flexi-time scheme which allows employees some flexibility, subject to service requirements, in arranging their working time. The Director of **** reserves the right after consultation with the Divisions employees, to vary normal working hours or working arrangements to ensure that service requirements are met. The opportunity to participate in the flexi scheme is a benefit which may be withdrawn at management discretion.
- 1.2** This Scheme applies to all staff within the **** Division, with the exception of those employed on Faculty terms and conditions.
- 1.3 Normal Office Hours**
These are from 0900 to 1730 hours Mon - Fri. During this period staff participating in the flexi-time scheme will hold responsibility for the provision of adequate cover to ensure that neither the general efficiency of the Division nor the service provided by the Division is reduced. For staff participating in the flexi-time scheme, *adequate cover* is determined as a minimum of ***** members of staff for each Department within the Division. Failure to ensure adequate cover is provided at all times may result in the withdrawal of the flexi-time scheme.
The determination of 'adequate cover' will be reviewed on a periodic basis at the **** meeting.
- 1.4 Contracted Hours**
The contractual working week is 36.5 hours for full time employees and during the four-week settlement period the contractual hours are 146 (i.e. four times 36.5), subject to the carry over provision. The contractual working week for part-time staff will be as stated in their contract of employment and the four week settlement period will be calculated by multiplying the weekly hours by four.
- 1.5 Working Time Regulations**
The Working Time Regulations 1998 restrict an employee's working week to 48 hours averaged over a 17-week period. The Directive also requires those working for a period of six hours or longer each day; take one uninterrupted break of not less than 20 minutes each day, preferably away from their workstation. The Flexi-time Scheme can be used to ensure that employees and managers abide by these Regulations.
- 1.6 Core – time**
The daily core-time is from **:** to **:**. During these periods all employees must be at work. It is the responsibility of staff taking part in this Scheme that the flexible working hours are planned so as to ensure that adequate cover is provided during normal working hours, as stated in paragraph 1.3 above. Staff must notify their line manager, in good time, of the intended use of flexi-time credit to either a) commence work later than **:** or b) cease work earlier than **:**.
- 1.7 Settlement Period/Carry Over/Credit Absence**
The settlement period is four weeks. Employees must ensure that they work at least the contractual hours (subject to carry over) during each settlement period. Time in credit/debit at the end of each week within the settlement period will be carried forward to the next week. A maximum of **7 hours 18 minutes credit** [this is the normal full time working day] and ***** **hours debit** (pro-rata for part time staff) may

be carried forward into the next 4-week settlement period. Any credit carried over must be used within this next settlement period, and similarly any debit carried forward must be 'made-up' within this period.

- 1.8** An employee may use their accrued flexi-time credit to take up to **2 half days** or **1 full day off** (i.e. credit absence) during a settlement period. When an employee wishes to take advantage of the opportunity to have credit absence, they must first discuss the matter with their supervisor/line manager. The conditions relating to either a morning or afternoon credit absence are as follows: -

Morning Absence

An employee should not start work before 1200 hours or later than 1400 hours.

Afternoon Absence

An employee should not finish work earlier than 1200 hours or later than 1400 hours.

All **credit time** in excess of the permitted carry over time (i.e. 7 hours and 18 minutes for full time staff) must be taken off during the 4-week settlement period it is accrued in.

1.9 Bandwidth

The daily bandwidth time is from **:** hours to **:** hours. This is the period within which the employee's working day must be contained and employees should not start work earlier or finish work later than these times without the prior approval of their supervisor/line manager who should give consideration to any security or health and safety implications that may arise.

1.10 Flexible Lunch Break

Employees may take from half an hour to two hours for lunch, preferably between **:** and **:** hours, and must record the time that they start and finish their lunch break on the flexi-time recording sheet. Please note that the flexi-time sheet is set up to automatically deduct a 30 minute break each day (i.e. the minimum break staff are expected to take).

1.11 Standard Working Day

A standard working day is 7 hours 18 minutes and a half-day is 3 hours 39 minutes.

1.12 Overtime

Paid overtime for hours worked within the bandwidth period (**:** - **:**) hours is not normally permitted for qualifying employees, unless authorisation is given by a senior manager in special circumstances.

1.13 Medical/Special Appointments

Employees are allowed time off to visit the doctor or dentist and certain other special appointments, at the discretion of the supervisor/line manager, during working hours. However, it is expected employees will make every effort to arrange such appointments outside of core-time.

1.14 Absence from Work for Annual Leave, Sickness, Training etc.

If an employee is absent for a whole or half day, they will be credited with a standard working day (7 hours 18 minutes) or half day (3 hours 39 minutes) as appropriate.

1.15 Working from Home or on Official Business for a whole or part day

The actual hours worked should be noted and recorded on the flexi- time sheet when next at the workplace.

1.16 Time Recording

Employees are required to record the time they work on their flexi-time recording sheet, which should be available for inspection by their supervisor/line manger on request and produced when requesting permission to take credit absence.

At the end of each settlement period staff are required to submit their Flexi-time sheets to their line manager for signature. Failure to submit completed records in a timely manner may lead to the staff member's exclusion from this Scheme.

- 1.17** It is the individual's responsibility to ensure the data entered on their flexi-time sheet is correct. Failure to accurately record data on the flexi-time sheet may lead to disciplinary action.