TUS
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre, An tIarthar Láir
Technological University of the Shannon:
Midlands Midwest

HUMAN RESOURCES

Flexi-Time Policy

Administration & Library Staff

2026-2029

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1. Introduction

This policy is intended to provide staff of the Technological University of the Shannon (TUS) with details on the operation of flexitime for administrative & library staff.

Flexitime can only be accumulated when working on campus and cannot be accumulated when working remotely.

2. Purpose

The purpose of this policy is to provide details on the operation of flexitime - a more flexible system of attendance for administration and library staff. Contractual working hours are not changed by this system and the total numbers of working hours are the same on flexitime as would be under a fixed hour's system. The difference lies in the scope, which individual staff members 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.

3. Definitions

Normal Working Hours	The hours a staff member is required to work as set out in the contract of employment or recent directive
Core Time	The times that the staff member must be on duty
Flexible Bands	Times when staff members have the flexibility to start or finish work or extend their lunchbreak
Flexi Period	The flexi period is a 3 monthly cycle e.g. Jan – March (inclusive)

4. Scope

This policy applies to all Administration & Library Staff, with the exception of hourly-paid staff.

This policy is intended to give staff the opportunity and responsibility for organising their working hours within clearly defined limits to accommodate special, domestic and personal arrangements.

5. Roles and Responsibilities

Responsible office/person(s) ***Role***

Staff Members	• Be familiar and comply with this flexitime policy and operate within it's agreed parameters; • Failure to comply with this policy (e.g., clocking in or out for another staff member and being off campus unauthorised whilst clocked in) may result in the TUS disciplinary procedures being invoked.
Line Manager/Supervisor	• Responsible for ensuring the workflow 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. • Responsible for approving flexitime arrangements within own functional area and for approving surplus or deficit hours in line with this policy.
Human Resources	• To monitor the operation of the flexitime system and assist all line managers/supervisors in dealing with issues in relation to its implementation.

6. Management of Flexi-Time

6.1 Each line manager/supervisor will be responsible for the day to day operation of the flexitime scheme within their functional area. Managers must take particular note of the operational requirements of the University as well as their own area of responsibility. While every effort will be made to operate the arrangements on the basis of agreement between management and staff, decisions on flexitime continuance and operation are a matter for management.

6.2 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 functional area deteriorates, steps will be taken to restore normal effectiveness, flexitime could be cancelled for a particular employee (s).

6.3 Line managers/supervisors have the authority to take any action necessary (including the temporary limiting of the maximum flexibility available to staff) to fulfil their responsibilities. Flexitime imposes greater responsibility on all staff to coordinate their working hours with other members of the team in which they work.

6.4 All administrative & library staff (Grades III to VII) are required to record their attendance on the Core Time & Attendance System when on campus.

6.5 Staff are required to record their attendance in the morning, going to lunch, returning from lunch, leaving in the evening, starting overtime or leaving the premises at any time during their working hours.

7. Normal Working Hours / Core Times / Flexible Bands

7.1. Normal working hours

Contractual Hours per week	Normal Working hours per day	Normal Working Hours per half-day	Normal Working Hours per quarter-day
35	7	3.5	1.75

7.2. Core Times & Flexible Bands

The core times and flexible bands are as outlined below. No staff member can be absent from the University during core times except for leave that has been authorised by the line manager/supervisor. The line manager/supervisor should approve in advance all reasons for absence during core time.

8.00 a.m. – 10.00 a.m.	Flexible morning band – staff can start work any time during this span
10.00 a.m. – 12.30 p.m.	Morning **core** time – staff must be present during this period unless on authorised absence
12.30 p.m. – 2.30 p.m.	Flexible lunch band – staff can take up to a two-hour lunch break (maximum). 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. If a staff member fails to clock for lunch, then one hour will be deducted automatically by the system.
2.30 p.m. – 4.00p.m.	Afternoon **core** time – staff must be present during this period unless on authorised absence
4.00 p.m. – 6.30 p.m.	**Flexible** evening band – staff could finish work any time after 4.00 p.m. up to 6.30 p.m.

Flexible morning and evening bands are dependent on the normal opening and closing arrangements.

Full-time staff members will be required to record their attendance four times a day – on arrival; when leaving for lunch; when returning from lunch and when leaving work.

In instances where staff members work outside of the standard operating hours of the scheme, alternative core hours and flexitime bandwidths will be agreed between the staff member and their line manager/supervisor.

7.3. Staff working reduced hours

For staff members working reduced hours, work patterns will be kept in line with the above band widths and core hours as much as is practicable to ensure efficiency and service levels are not impacted upon.

7.4. Flexi-period

A flex-period is equal to 3 months duration. The flexi-period dates for each calendar year can be viewed on the Employee Self Service system (ESS).

7.5. The Accounting Period

There will be 4 flexi periods per year as follows:

1st January to 31st March

1st April to 30th June

1st July to 30th September

1st October to 31st December

8. Clockings / Adjustments

8.1 All staff will be responsible for recording their own time and attendance. Under no circumstances should a staff member permit another staff member to record their arrival or exit from the workplace.

8.2 Staff should only record their time when they are ready to start work.

8.3 Staff are expected to record their attendance on arrival to work, in and out for lunch and on departure from work on any given day.

8.4 When a staff member does not record their attendance in/out during the day, and fails to submit a “missed clocking” through ESS, a full day’s flexi leave will populate by default on the system and the employee’s flexi balance will automatically be reduced by 7 hours.

9. Leave

9.1 Staff must apply for flexi leave in advance. Normal hours will be recorded for these absences.

9.2 Flexi-Leave full/half or quarter day can only be taken when the staff member has accumulated the relevant number of hours. The maximum flexi leave which can be taken in the 3-month period is 4.5 days (31.5 hours). Line managers / supervisors must approve flexi leave requests in advance of leave being taken.

9.3 The maximum surplus hours which can be carried forward to a subsequent flexi period is 31.5 hours. Hours in excess of this will be automatically lost on the system. Flexi hours lost cannot be taken as leave or carried forward.

9.4 The maximum deficit hours a staff member will be allowed to accumulate is 10.5 hours. The excess deficit must be cleared in the next period. Deficit hours which have not been made up will be deducted from annual leave. The line manager/supervisor is required to ensure that staff do not exceed the permitted debit or credit hours and carry forward only the correct amounts.

10. Cessation of employment

When leaving the University, the flexitime balance should be nil. Salary will not be paid in lieu of accrued flexi leave and arrangements should be made to take this leave in advance of the staff member's cessation date. Should there be a deficit outstanding, a deduction will be made from salary or annual leave.

11. Monitoring Review

This Policy will be updated as required to reflect changes in applicable laws or in relevant circular letters.

The policy will be reviewed every 4 years to reflect national policy and guidelines, and national / international benchmarks of best practice.

12. Queries

For enquiries on this policy please contact the relevant HR Office:
TUS Midlands: hr.midlands@tus.ie TUS Midwest: hr.midwest@tus.ie