



TUS

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

Job Share Policy

Academic Staff

2026-2029

HUMAN RESOURCES

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Table of Contents

1.	Introduction	3
2.	Purpose.....	3
3.	Definition.....	3
4.	Scope	3
5.	Roles and Responsibilities	3
6.	Job Sharing Arrangement	4
7.	Duration	4
8.	Duties.....	5
9.	Pay	6
10.	Promotion	6
11.	Leave.....	6
12.	Sick Leave	7
13.	Maternity Leave / Adoptive Leave/ Parental Leave.....	7
14.	Outside Employment	8
15.	Superannuation.....	8
16.	Compliance/Monitoring Review	8
17.	Queries	9

1. Introduction

Technological University of the Shannon (TUS) is committed to providing an inclusive and diverse environment in which all members of our community are valued and supported, both in the workplace and in their personal life. This policy sets out job share arrangements for Academic Staff of the University and associated procedure for availing of same.

The University will consider favourably job-share applications received from all eligible applicants under the scheme. The welfare and educational needs of the students will take precedence over all other considerations. While applicants will be facilitated as far as possible some applications may have to be refused.

2. Purpose

The purpose of this policy is to ensure that TUS Academic Staff are adequately informed of job share arrangements.

3. Definition

- "Lecturer" shall be deemed to include a permanent wholetime Assistant Lecturer, Lecturer, College Teacher, Lecturer 1, Lecturer 2 and Senior Lecturer 1 (Teaching).
- "Job-sharer" means a permanent wholetime lecturer who opts to job-share their post for a minimum period of one year from the start of the academic year

4. Scope

To be eligible to apply for a job-sharing arrangement:

- Lecturers must have completed their probationary period. In the case of Senior Lecturer 1 (Teaching), they must have completed one year at that grade.
- Senior Lecturer 3, Senior Lecturer 2, and L2 (S) are not eligible to participate in a job share arrangement.

5. Roles and Responsibilities

5.1. Heads of Department

- Authorise leave requests in a timely manner.
- Ensure a discussion takes place with staff member in preparation for the leave.
- Ensure fair and consistent application of leave policies

- Promote an environment of equality, diversity and inclusion which support work life initiatives.

5.2. Academic Staff

- Read and understand this policy and make themselves aware of their obligations.
- Apply for leave within defined timelines.
- Provide reasonable notice to the line manager/supervisor to take leave for a plan to be put in place to avoid/minimise any disruption to service.

6. Job Sharing Arrangement

- A permanent wholtime lecturer may make application to share their wholtime teaching post with another permanent wholtime lecturer at the same level and in the same subject area on a 50:50 basis. On approval of the application both jobsharers will be timetabled to teach half the weekly hours appropriate to their grade and assigned non-teaching duties associated with the grade in accordance with the job description for the permanent wholtime post. Both job-sharers will be required to liaise with each other as appropriate to ensure that the service provided to the student or to the University is not adversely affected as a result of the job-sharing arrangement.

or

- A permanent wholtime lecturer may make application to share their wholtime teaching post on a 50:50 basis through the temporary employment of a part-time lecturer. On approval of the application, the permanent post holder will be timetabled to teach half the weekly hours appropriate to their grade and assigned non-teaching duties associated with the grade in accordance with the job description for the permanent wholtime post. A temporary part-time lecturer will be employed on an appropriate contract to perform the teaching and non-teaching duties associated with the other half of the post. Both post holders will be required to liaise with each other as appropriate to ensure that the service provided to the student or to the University is not adversely affected by the job-sharing arrangement.

7. Duration

- 7.1. A lecturer must participate in the job-sharing arrangement for a minimum period of twelve months from the beginning of the academic year. Each job-sharing arrangement must be approved annually by the University.

- 7.2. Applications for job sharing must be submitted for approval via the Employee Request facility on the Employee Self Service System (ESS) by 1st March of the academic year preceding the academic year the job-sharing is to commence. An application for an extension to job-sharing must also be submitted via the Employee Request facility on the Employee Self Service System (ESS) by the 1st March. The University will, in as far as is possible, respond to an application by 20th April. The latest date for withdrawal of an application for job-sharing, except for circumstances as outlined in 4.6, is 1st June. Any application for withdrawal must be in writing to the managerial authority.
- 7.3. A lecturer on career break or other approved leave of absence may apply to job-share on resumption of lecturing duties but the application must be submitted in accordance with the terms outlined in 7.1 and 7.2.
- 7.4. The timetable arrangements for job-sharing lecturers should be designed within the spirit of the scheme to facilitate the lecturer so far as is practicable. The particular needs of posts will largely determine what patterns of job-sharing are possible. Every effort will be made to notify job-sharing lecturers of their timetabled hours and the pattern of job-sharing in advance. Ideally this should be concluded by 20th April. The University shall determine the particular attendance regime to apply to each shared post.
- 7.5. A job-sharing lecturer shall resume full-time employment at the end of the agreed job-sharing period(s).
- 7.6. Applications may not be withdrawn after 1st June except in exceptional circumstances. The TU may consider applications for an earlier return to full-time employment if the applicant can be accommodated within the approved staffing allocation. Any such request for withdrawal must be in writing to the managerial authority.

8. Duties

- 8.1. It will be a matter for the University to ensure that those sharing a wholetime post operate satisfactory arrangements for consulting with each other to fulfil all the responsibilities, teaching and non-teaching, of the wholetime post to the satisfaction of the TU.
- 8.2. A job-sharing lecturer shall carry out all such duties (appropriate to their academic grade) as are assigned to them in accordance with collective agreements arrived at

from time to time relating to full-time academic grades and authorised by the Minister for Further and Higher Education, Research, Innovation and Science.

- 8.3. Where the applicant is a Senior Lecturer 1 (Teaching), they, in conjunction with the relevant University management (and prior to any agreement of the granting of job-sharing), will agree the allocation of the additional duties of the Senior Lecturer 1 (Teaching) post to be performed while job-sharing.

9. Pay

- 9.1. Job-sharers participating in a job-sharing arrangement in general enjoy pro-rata arrangements with their full-time colleagues in relation to pay, teaching hours and conditions of employment.
- 9.2. The scale of pay applicable to a job-sharer is a scale, each point of which shall represent 50% of the corresponding point on the scale of pay which would apply if they had remained in wholetime employment.
- 9.3. A job-sharing lecturer will qualify for incremental credit on a scale of pay as described in 9.2 and subject to regulations in force from time to time.
- 9.4. A job-sharer returning to full-time employment will be assimilated to the scale appropriate to a wholetime lecturer in accordance with regulations authorised by the Minister for Further and Higher Education, Research, Innovation and Science from time to time.

10. Promotion

- 10.1. A job-sharer will be eligible for promotion, subject to the following conditions:
- (i) for the purpose of reckonable qualifying service, credit will be given for job-sharing service on the same basis as full-time service.
 - (ii) an offer of appointment to a post will be conditional on the lecturer concerned undertaking to perform on a full-time basis the duties of the new post.

11. Leave

- 11.1. Leave will be granted in accordance with collective agreements arrived at from time to time relating to full-time academic grades and authorised by the Minister for Further and Higher Education, Research, Innovation and Science.
- 11.2. *Bereavement Leave*: Three days leave with pay is allowable if the job-sharer is scheduled to be in attendance on the days for which the compassionate leave is

sought. The prior approval of the Vice President for People and Organisation must be obtained.

12. Sick Leave

- 12.1. Incremental salary may continue to be paid to a job-sharing lecturer during absence owing to illness for a period, or periods, which in the aggregate do not exceed 365 days in any four consecutive years subject to the conditions listed hereunder;
- (i) In the case of job-sharers, each working day's absence on grounds of ill-health counts as one day's sick leave
 - (ii) Where sick leave absences span weekends or other non-working days all the intervening days shall count as sick days
 - (iii) In reckoning the aggregate sick leave, casual absences will be taken into account, as will periods of University closure occurring in the course of a lecturer's absence, unless a Medical Certificate is furnished indicating the date of termination of sick leave and provided the job-sharer resumes duty immediately after the period of closure.
- 12.2. The period of sick leave after which the production of a certificate from a duly qualified medical practitioner is required in order to obtain payment of salary will be as for wholetime lecturers. Where a job-sharer is absent for more than three consecutive days on which they are scheduled to be in attendance a medical certificate must be supplied.

13. Maternity Leave / Adoptive Leave/ Parental Leave

- 13.1. The arrangements applying to lecturers in relation to maternity leave and adoptive leave are, in general, as specified in the Maternity Protection Act, 1994 and the Adoptive Leave Act, 1995 and the relevant Statutory Instruments. There is no distinction in the Acts between staff who are working full-time and staff who are jobsharing.
- 13.2. In the Maternity Protection Act, 1994 the period of leave is defined by reference to the expected date of confinement; in the Adoptive Leave Act, 1995 the period of leave is defined by reference to the date the child is placed with the adoptive parents. While on maternity leave or adoptive leave, any salary paid to a job-sharer will be at the job-sharing rate in accordance with the provisions regarding payment during maternity leave or adoptive leave in force at the time.

- 13.3. Where a lecturer commencing job-sharing in a particular academic year is absent on maternity leave or adoptive leave which overlaps academic holidays in the previous year, the lecturer will be granted any entitlement to additional leave due at the full-time rate. If a job-sharer, absent on maternity leave or adoptive leave which overlaps academic holidays in a particular year, returns to a wholetime post in the following academic year, they will be granted leave in lieu at the job-sharing rate. Parental leave will be granted to the job-sharer in accordance with the arrangements authorised by the Minister. Force Majeure leave will be granted in accordance with the provisions of the Parental Leave Act 1998 and any subsequent Acts amending or replacing that Act.

14. Outside Employment

- 14.1. It is not permissible for a job-sharer to engage in outside employment without the prior written consent of the University and that consent will only be given where it is clear that such outside employment will not affect the job-sharer's work under the University or be in conflict and/or competition with it.
- 14.2. Job-sharing lecturers may not engage in regular part-time or long-term substitute teaching.

15. Superannuation

- 15.1. A job-sharer who is a member of the Local Government (Superannuation Revision) (Consolidation) Scheme, 1986 or the Local Government (Superannuation) Act, 1956 (Consolidation) Scheme, 1987 shall be eligible for superannuation benefits on the same basis as full-time staff, save that each year of service given in a job-sharing capacity will reckon as six months full-time service for superannuation purposes. Pensionable salary will be based on full-time salary.
- 15.2. The superannuation regulations applicable for a permanent lecturer appointed on or after the 5th April 1995 paying Class A contributions and who opts to job-share are outlined in Circular 1/96 or 2/96 as appropriate.

16. Compliance/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.

17. Queries

For enquiries on this policy please contact the relevant HR Office:

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