Flexitime Policy
Administration & Library Staff
(Grades III – VII)

Version 1.0

Revision History:

Date of this revision: December 2024	Date of next review: January 2026

Version No./ Revision No.	Revision Date	Summary of Changes	Changes marked
1.0		New TUS Policy	

Consultation History:

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
1.0	March 2024	Union Representatives, HR Managers, TU Project Integration Manager	

Development and Approval Log:

Responsible for:	Title
Policy Developer:	TUS Human Resources Department
Policy Owner:	VP People & Organisation
Recommended by:	HR Managers
Approving Authority:	VP People & Organisation
Reference Documents:	Circular Letter 0062/2015

Approval:

Version	Approved By:	Date
1.0	VP People and Organisation	30.11.2024

This Policy was approved by the VP People & Organisation. It shall be reviewed and, as necessary, amended by the TU 12 months from date of issue or sooner if legislative changes require update. All amendments shall be recorded on the revision history section above.

Date Approved:	Date Policy to take effect:	Date Policy to be Reviewed:
30.11.2024	30.11.2024	12 months from commencement date

Document Location:

Website – Policies and Procedures	**X**
Website – Staff Hub	
Website – Student Hub	
Other: - Internal Use Only	

Table of Contents

1.0 Introduction

This document sets out the Technological University's (TU) policy and procedure for the operation of flexitime for administrative & library staff.

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

2.0 Purpose

The purpose of this policy 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 flexitime as would be under a fixed hour's system. The difference lies in the scope, which individuals 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.

3.0 Definitions

Normal Working Hours	The hours an employee is required to work as set out in the contract of employment or recent directive
Core Time	The times that the employee 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)

4.0 Scope

This policy applies to all Administration & Library Staff with the exception of hourly-paid staff. It is the TU's policy that the system of flexitime be operated in a consistent manner throughout each campus.

5.0 Roles and Responsibilities

Responsible office/person(s)	Role
Employees	• 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 employee 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.

6.0 Management of the Policy

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 TU 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.

6.6 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.

6.7 Human Resources will monitor the operation of the scheme and will assist all relevant line managers/supervisors in dealing with issues in relation to its implementation.

7.0 Normal Working Hours/Core Time/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 TU 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 an employee 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 years as follows:

1st January to 31st March

1st April to 30th June

1st July to 30th September

1st October to 31st December

8.0 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.

9.0 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.

10.0 Cessation of employment

10.1   When leaving the TU 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.

11.0 Queries

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

TUS Midlands: hr.midlands@tus.ie

TUS Midwest: hr.midwest@tus.ie

Appendix 1 - Consultation and Communication Plan detail

IDENTIFIED NEED:

AIT/LIT existing policies merge to new TUS policy

STAKEHOLDERS:

FORSA, Administration staff of the TU, line Managers/supervisors

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PROPOSED TIMELINE FOR CONSULTATION:

June 2023 - December 2024

CONSULTATION GROUP COMPOSITION (IF NECESSARY)

Union Representatives, VP People, Culture & EDI, HR Managers, HR Integration Project Manager

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PROPOSED TIMELINE FROM DRAFT TO IMPLEMENTATION:

January 2025

BEST PRACTICE REFERENCES:

TU Dublin Flexible Working Hours and Attendance Recording for Administrative and ICT staff (Grades III – VII)

LEGISLATIVE REQUIREMENTS / REFERENCES:

APPROVING COMMITTEE/S:

VP & Deans Council

PUBLICATION AND INFORMATION PLAN:

HR Webpage, notification by email to all employees of TUS

MONITOR AND REVIEW PROPOSAL:

Review 1 year from date of issue to ascertain if new flexi accumulation periods are operating effectively.