

Flexi-Time Policy

Responsibility for Policy:	Executive Director of Human Resources
Relevant to:	All LJMU Staff
Approved by:	Long standing LJMU Policy
Responsibility for Document Review:	Executive Director of Human Resources
Date introduced:	Long standing LJMU Policy
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Next Review Date:	March 2021

RELEVANT DOCUMENTS

- Not applicable

RELATED POLICIES & DOCUMENTS

- Staff Handbook
- Code of Conduct for Staff
- Disciplinary Procedure



Human Resources

Flexi-Time Policy

The University currently operates flexible working (commonly known as flexitime) in a number of areas.

The application of the model agreement on flexible working is determined locally via negotiation with the appropriate managers and representatives of Unison. The rationale of the flexible working model is that, as School and Service Teams across the University have variable service demand patterns, the model must be sufficiently adaptable to meet the specific requirements of each area.

The scheme is designed to work within the following parameters: Based on a standard 35 hour week, the weekly hours for staff are normally Monday to Friday within the band 8.00am to 7.00pm. Cover hours will be determined by appropriate local management according to service provision requirements. They may vary during the course of the year and will require adequate staffing at all times. Local determination of requirements will involve discussion with staff via local management.

Accrued hours can be taken via reduced hours and/or leave, at the discretion of local management.

Accrued hours will be authorised in the same way as annual leave, giving due regard to the localised business/service needs and should normally be taken outside of peak demand periods.

A minimum half hour lunch break must be taken for staff working five hours or more.

Weekend work will not normally be calculated as accrued hours, except where existing arrangements already provide for weekend working which constitutes part of staff hours. Weekend hours may be paid as overtime or taken as time in lieu by local arrangement, unless the employee is employed to work weekends or is not entitled to overtime.

Any person who abuses the scheme may have fixed hours imposed. Abuse is identified under disciplinary rules when the established procedures will apply.

Accrued hours should normally be used before the commencement of the following leave year. However, where peak activity occurs immediately prior to the commencement of a new leave year, i.e. July/August, local arrangements may be made to take account of this.

The operating principles of the model are as follows: Granting of time accrued and annual leave remains subject to the needs of the service. Whenever possible management will endeavour to accommodate all reasonable requests to take accrued time if these requests are made with adequate notice period (defined locally).

The scheme should not normally be operated so that it only supplements annual leave entitlement. Accrued time can also be taken via shorter working days during periods of the year when staff are required but service demand level is reduced.

The recording of time worked is essential to ensure that an accurate record is maintained of both time worked and time accrued. Records will be maintained by an agreed computer or paper based recording system in each area.

General Data Protection Regulation (2016/679 EU)

Employers can be subject to significant fines under the General Data Protection Regulation (GDPR) for failure to follow the data protection principles and data breach requirements. Organisations may also be subject to direct claims for compensation by individuals who have suffered damage as a result of a breach of the GDPR.