



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

**FLEXITIME POLICY**

<b>Rev</b>	<b>Date</b>	<b>Purpose of Issue/Description of Change</b>		<b>Review Date</b>
1.	Nov 07			
<b>Policy officer</b>	<b>Senior Responsible Officer</b>	<b>Approved By and Date</b>	<b>Equality Impact Assessed and date</b>	
	Director of HR			

### **1. Overall aims:**

Flexitime is a discretionary benefit which may be used to enable the University to provide a flexible, family friendly response to the needs of individuals. This kind of flexibility has been shown to lead to an increase in morale and motivation which improves productivity and is one of a suite of policies which may be deployed to this end.

### **2. Principles of the Scheme:**

2.1 The scheme applies to staff working fixed hours i.e. 36.25 hrs per week. It does not apply to staff who are required to work the hours required to do the job i.e. academic and academic related staff.

2.2 The scheme will be applied equitably and fairly to all appropriate staff employed by the University.

2.3 The scheme is a benefit not a right and remains within the discretion of management. However, if the staff in a particular area request flexitime working, this must be seriously considered by management. Where the operational contingencies of a particular service make it inappropriate to offer flexitime then that is a decision for the manager of that service. Where flexitime has been offered but circumstances change, then, following review and discussion, the manager may decide to withdraw the facility.

2.4 Where a flexitime scheme is in operation, robust recording and monitoring systems should be in place. It is the responsibility of the immediate manager to ensure that an appropriate system is in place and to sign off the flexitime record on a monthly basis.

2.5 Changes to working patterns to take advantage of flexitime operation must be agreed by the immediate line manager taking into account the requirement for cover and the working patterns of other members of the team.

2.6 Any flexi leave taken must be requested by the individual and approved by the line manager in advance of it being taken and may be refused if the operational contingencies of the department dictate this.

2.7 Flexitime working is not intended to replace planned regular overtime but may be used to deal with peaks and troughs in workload, thereby reducing sporadic overtime.

### **3 Working Hours:**

3.1 The core time bands (when all staff must be present) are:  
9.30am – noon; 2.00pm – 4.00pm

Flexible time bands are: 8.30am – 9.30am; 12 noon – 2.00pm  
4.00pm – 6.00pm

Any hours worked outside 8.30 am – 6.00pm may not be recorded for flexi purposes.

3.2 During the flexible time band of 12 noon to 2.00pm there must be a minimum break of 30 minutes and a maximum break of 2 hours.

3.3 The Scheme will operate in accordance with the Working Time Regulations which sets out a maximum weekly working time of 48 hours including overtime, and rest breaks where the working day is longer than 6 hours.

3.4 The Scheme applies equally to part-time employees on a pro-rata basis.

#### ***4 Accounting Period & Recording of Hours:***

4.1 The accounting period will be on a 4 weekly basis. Times must be rounded up to the nearest 5 minutes.

4.2 A spreadsheet has been created to allow staff to keep an accurate record of the hours they have worked and should be completed on a daily basis. All times should be rounded to the nearest 5 minutes to simplify the calculations and should be recorded from when employees arrive at their desks ready to work.

4.3 At the end of each accounting period the flexi sheet should be verified by the line manager who will sign off and agree the amount of credit / debit to be carried forward. Line managers will keep all forms for a set period of time not exceeding 12 months.

#### ***5 Credits & Debits:***

5.1 A maximum of half a day (3.65hrs) can be carried over at the end of an accounting period. Any credits above this will be lost.

5.2 A debit of no more than half a day (3.65 hrs) may be accumulated and carried over at the end of the accounting period. Anyone with a debit must make this up by the end of the following accounting period.

#### ***6 Absence:***

6.1 Staff are required, so far as reasonably practicable, to arrange personal appointments at times outside core hours.

Annual leave, public or University holidays and sickness should be recorded by entering the total number of hours absent from work e.g. 7.25 hours for a full day.

***7 Leave:***

Flexi leave can only be taken in full or half days. Flexi leave can only be booked for the current 4 week accounting period. A maximum of 1 flexi leave day per 4 week accounting period may be taken.

***8 Cessation of employment:***

A member of staff leaving the Department should ensure that there is no outstanding debit or credit left on their sheets. Final salary may be adjusted to take into account any outstanding debits.

***9 Discipline:***

Abuse of the flexitime system may be regarded as serious misconduct and individuals, if found abusing the system, may be subject to disciplinary action under the University Disciplinary Procedure.

***10 Review:***

This policy will be subject to review within 12 months of its implementation.