

**DUNDALK INSTITUTE OF TECHNOLOGY**

**UPDATED ATTENDANCE MONITORING AND  
FLEXIBLE WORKING HOURS SCHEME TO INCLUDE  
LIBRARY STAFF AND TECHNICAL STAFF**

**September, 2019**

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## **1. Introduction**

Flexitime was introduced in May, 2003 for Administration and Library Staff to support staff in achieving a Work Life Balance. The Institute introduced the Scheme as it recognised the need to look beyond traditional working patterns and to become pro-active in putting in place more flexible working arrangements for staff. As of 01 September, 2014 the Scheme will be extended to Technical Staff and it is therefore necessary for the Institute to redevelop a procedure on Flexitime to ensure that where a department looks to introduce the scheme, consistency and fairness in the application of scheme as well as service levels are maintained.

The flexible working hour's scheme will apply to all Administrative, Clerical, Library, Technical and Technical Support Staff who opt in and such other staff as may be agreed.

**The attendance of staff employed on Administrative, Clerical, Library and Technical duties is monitored by means of the CORE automated attendance monitoring system through the individual Functional Offices using the Human Resources System.**

## **2. Basic Principles of Flexible Working Hours**

The main purpose of Flexible Working Hours 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 Flexible Working Hours as under a fixed hour's system. The difference lies in the scope which individuals on a Flexible Working Hours system 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.

It is important that sufficient staff are available outside core times to carry out normal work. Adequate staffing must be available between 9.00 a.m. and 5.00 p.m. of each working day. In respect of the Library the period is between 9.00 am and 9.00 pm during term. Co-operation from all staff and especially supervisory staff is, therefore, essential. The Scheme is operated on the understanding that the efficiency and effectiveness of the Institute's operations are maintained.

The needs of all customers i.e. students, staff, creditors, etc. 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 School/Department/Functional area deteriorates, steps will be taken to restore normal effectiveness and could dictate modifications in the flexible regulations. If these measures fail to restore normal effectiveness, the Scheme could be cancelled for a particular individual or section.

Supervisors are responsible for ensuring that work flow 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. Supervisors have the authority to take any action necessary (including the temporary limiting of the maximum flexibility available to staff) to fulfil their responsibilities. The scheme

imposes greater responsibility on all staff to co-ordinate their working hours with other members of the team in which they work or with other sections, as necessary.

All Administrative, Clerical, Library, Technical and Technical Support Staff will be required to record their attendance on the Attendance monitoring system four (4) times a day i.e. clocking in for morning reporting, in and out for lunch breaks and evening clocking out, including those who do not wish to avail of a Flexible Working Hours arrangement.

However, School/Department/Function Managers can reserve the right to exclude certain staff from a scheme for operational or other reasons e.g. management personnel, staff with high travel commitments. Academic staff are not being included in the Flexitime Scheme. The appropriateness of flexitime for particular individuals and categories of staff would normally be a matter for agreement between the supervisor/manager and the individual.

Flexibility must give priority to Institute requirements e.g. if required up to 13.00 hours due to a work situation, then only one (1) hour may be available for lunch on that day. Management also reserve the right to have the option to call flexibility if the situation so demands e.g. a staff member may be needed to remain until 18.00 where an emergency so demands.

On arrival in the morning, going to lunch, leaving in the evening, starting overtime or leaving the premises at any time during the day - other than where approved by the necessary supervisor - the member of staff must operate the attendance monitoring system, by means of a proximity card or PC log in/log out. However, for mornings and evenings clocking in staff **MUST ONLY** use the proximity card for clocking in. PC log in will **NOT** be allowed for these times. The system will then start or stop accumulating each person's hours.

All staff **MUST** clock in & out on the machine closest to their work station. Reports will be produced on monthly basis and distributed to Supervisors. Under no circumstances should employees clock in and then return to their car to find a parking space.

### **3. The Working Day**

The number of hours of attendance required will not change but, work permitting; staff will have discretion to vary their arrival and departure times within fixed limits which will be known as Flexible Bands. The main part of the day, during which all staff should be at their jobs (with the exception of lunch breaks) will be known as Core Time.

#### **a. Administration and Clerical Staff:**

All areas that operate the Flexible Working Week **MUST** operate Core Time and Flexible Time periods. Under Flexible Working Hours arrangements, the working day for Administration and Clerical Staff will be divided as follows:

**Table 1**

Prior to 8am	No flexi time will be given for time worked prior to 8am
08.00 – 10.00	Flexible morning band – staff can start work any time during this span.
10.00 – 12.00	Morning core time – staff must be present during this period unless on authorised absence.
12.00 – 14.00	Flexible Lunch Band – staff can take up to a two hour lunch break. 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.
14.00 – 16.00	Afternoon core time – as for morning core time.
16.00 – 18.00	Flexible evening band – staff can finish work any time after 16.00 up to 18.00.

**b. Administration and Clerical Staff on Job Sharing or Work Sharing arrangements:**

Administration and Clerical Staff on Job Sharing or Work Sharing arrangements will have the following options in relation to the operation of a Flexible Working Week. Staff can only choose **ONE** option. The option will apply for a full year from the date of opting in. There will be no other Work Patterns available for these staff. Staff who choose Option 2 **MUST** operate Core Time and Flexible Time periods during the period indicated. Any debit or credit will be pro-rata to their hours worked e.g. staff member on a 28 hour week will be allowed a debit or credit of 8.5 hours (i.e.  $25/35 = .80 \times 10.5$ )

**(i) Option 1**

Where a staff member requests a fixed working day e.g. from 09.00 a.m. to 3.00 p.m. daily, they will be placed on a Fixed Work Pattern to reflect this. The only Flexible Working Time allowed in these cases will be 15 minutes either side of the commencement time. Furthermore, any debit or credit will be pro-rata to their hours worked. However, where the staff member exceeds the 6 hour continuous working time on any day, the terms of the Org of Working Time Act, 1997 will be applied i.e. they must avail of a 30 minute rest period unpaid following a period of 6 hours continuous work.

**(ii) Option 2**

Under Flexible Working Hours arrangements, the working day for these Administration and Clerical Staff will as per Table 1 above.

**c. Technical Staff not involved in direct School Technical support:**

Under Flexible Working Hours arrangements, the working day for Technical Staff **not** involved in direct School Technical Support will be divided as agreed with the IT Manager. An example is as follows:

- |               |  |
|---------------|--|
| 08.00 – 09.30 | Flexible morning band – staff can start work any time during this span.  |
| 09.30 – 12.00 | Morning core time – staff must to be present during this period unless on authorised absence.  |
| 12.00 – 14.00 | Flexible Lunch Band – staff can take up to a two hour lunch break. 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. |
| 14.00 – 16.30 | Afternoon core time – as for morning core time.  |
| 16.30 – 18.00 | Flexible evening band – staff can finish work any time after 16.30 up to 18.00. (Note: The Flexible Evening Band on Friday will be 16.00 – 18.00)  |

As Technical staff may also work at least one evening per week, the core and flexible time is dependent on the area worked and also the approval of the relevant manager of the work pattern. The late evening is offset by granting an agreed afternoon per week off in lieu. An example is in the IT Services area, the evening work pattern is as follows:

- |                      |  |
|----------------------|--|
| <b>12.00 – 13.00</b> | Flexible afternoon band – staff can start work any time during this span.  |
| <b>13.00 – 16.30</b> | Afternoon core time – staff must be present during this period unless on authorised absence.   |
| <b>16.30 – 18.30</b> | Flexible Tea Band – staff can take up to a two hour lunch break. 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. |
| <b>18.30 – 21.00</b> | Evening core time – as for afternoon core time.  |
| <b>21.00 – 22.00</b> | Flexible evening band – staff can finish work any time after 21.00 up to 22.00.  |

Some Technical staff currently have a different individual Work Pattern which is outside of the patterns as shown above. These patterns will continue to operate and will be reflected in the Flexi

Work Pattern associated to them by their manager.

**d. Technical Support Staff involved in direct School Technical support:**

Under Flexible Working Hours arrangements, the working day for Technical Support Staff involved in direct School Technical support will be dependent on the area concerned and the approval of the Head of School concerned. An example of a Flexible work pattern for such staff is as follows:

- 08.00 – 09.00** Flexible morning band – staff can start work any time during this span.
- 09.00 – 13.00** Morning core time – staff must be present during this period unless on authorised absence.
- 13.00 – 14.00** Flexible Lunch Band – staff can take up to a one hour lunch break. 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.
- 14.00 – 17.00** Afternoon core time – as for morning core time.
- 17.00 – 18.00** Flexible evening band – staff can finish work any time after 17.00 up to 18.00.

As Technical staff may also work at least one evening per week, the core and flexible time is dependent on the area worked and also the approval of the relevant Head of School of the work pattern. The late evening is offset by granting an agreed afternoon per week off in lieu. Some Technical staff currently have a different individual Work Pattern which is outside of the patterns as shown above. These patterns will continue to operate and will be reflected in the Flexi Work Pattern associated to them by their manager.

**e. Technical Support Staff on Job Sharing or Work Sharing arrangements:**

The options outlined in sub para b. above for Administration staff will apply.

**f. Library Staff**

The Library will operate with two teams, morning core and evening core and these will alternate on a weekly basis. When staff are assigned to a core time, they should be present during these hours. Morning core team members (with the exception of coffee/tea break) must be present between 09.00 and 13.00. Afternoon core staff must take their lunch before 1.00 and be present between 13.00 and 17.00 (with the exception of coffee/tea break). This is known as your Core Time.

Most staff work one late evening every 2 weeks; therefore their Core Time for that day will be 14.00 – 21.00, and they must be present during this time.

Flexi cannot be used on late evenings or on Saturdays.

Under Flexible Working Hours arrangements, the working day will range from **0800 – 2130**, but is divided as follows:

<b>08.00 – 9.00</b>	Flexible morning band – staff can start work any time during this span.
<b>9.00 – 13.00</b>	Morning core staff must be present during this period unless on authorised absence.
<b>13.00-17.00</b>	Afternoon core staff must be present during this period unless on authorised absence.
<b>9.00 – 1.00</b> <b>/5.00- 9.00</b>	A split-shift arrangement has been made with a number of staff and staff availing of this shift must treat their core hours as the full range of hours assigned for the split shift (excluding breaks).
<b>14.00 –21.00</b>	Late evening shift. Core hours are 14.00 – 21.00 (excluding tea/coffee break); unless a split shift arrangement has been agreed with the Librarian.
<b>17.00 –22.00</b>	Flexible evening band – staff could finish work any time after 17.00 up to 18.00. Flexi time worked after 18.00 must be agreed in advance with the Librarian or Deputy Librarian.

#### **4. Band Width**

The band width will be 08.00 to 18.00 for Administration and Clerical staff. The band width for Technical staff will be 08.00 to 18.00 and 12.00 to 22.00 where evenings are also rostered. For Library staff the band width will be 08.00 to 21.30 during term time and 08.30 to 17.30 during vacation.

#### **5. Core Time**

In order to ensure that there will be minimum periods in each day during which staff are available to communicate with each other, with other Sections/Schools and with the public, several hours each day will be designated as Core Time. Core Time is the part of the Flexible Working Hours day during which all staff **MUST** be in attendance unless on authorised absence.

Authorised absences in Core Time arise in a number of ways, e.g. annual leave, sick leave, duty outside the Institute.

Visits to the dentist, doctor, or other personal matters should be arranged outside of Core Time. In **exceptional circumstances e.g. emergency**, such absences will be allowed during Core Time by Supervisors. Adjustments will be given in respect of Core Time hours only. If an individual attends hospital, dentist etc, and the visit exceeds a half day proof of attendance is required to be submitted with an adjustment sheet as this may be entered as Approved Absence.

In ALL circumstances, absences during Core Time will always be subject to prior authorisation by an individual's Supervisor. A member of the staff should always



ensure that his/her absences are recorded properly. If leaving work to attend such matters, staff **MUST** clock in and out when leaving the Institute.

## **6. Flexible Bands**

These are periods outside Core Time during which staff may determine their times of arrival and departure subject to the need to maintain adequate staffing during normal office hours. The operation of the system will always have to be subject to the work requirements and it may not be possible always to allow individuals the maximum flexibility. This may be particularly so at holiday periods or during periods when the Section/School is exceptionally busy. If staff do not provide adequate cover through mutual co-operation, the supervisor has the responsibility and the authority to insist that members of staff be present during the period 09.00 – 17.00 Monday to Friday and for at least two (2) hours between 18.00 and 22.00 hours for Technical Staff, when on evening/night work.

During term time the period will extend to 21.30 for Library staff. Staff must be prepared to help out on jobs as necessary when the full complement of staff is not present. Obviously a system under which individuals could vary considerably their times of arrival and departure on a daily basis would cause confusion. In order that supervisors can organise the work flow and maintain output over the whole span of the Flexible Working Hours day, staff must be open and co-operative with their colleagues about the pattern of their attendance.

## **7. Flexible Lunch Break**

The lunch break will be a minimum of 30 minutes and may be up to a maximum of 2 hours. If no lunch break is recorded, the system will automatically deduct 2 hours. If less than the minimum is taken, the system will automatically deduct 30 minutes.

[In a similar way, where staff are scheduled for evening/night work, a minimum break of 30 minutes must be taken between 16:30 – 18.30 hours. If no rest break is recorded, the system will automatically deduct 2 hours. If less than the minimum is taken, the system will automatically deduct 30 minutes].

## **8. The Accounting Period**

### **a. Administration, Clerical and Library Staff**

The number of working hours for staff will not change and are as per the Haddington Road Agreement i.e. 37 hours per week. The number of working hours will be calculated over a monthly period, called the Accounting Period. The “required working hours” for full-time staff participating in this scheme during this Accounting Period will be ***Number of Working Days in month x 7.4 hours***. The required working hours for part-time staff will be calculated on a pro rata basis in accordance with their contract of employment. Staff cannot complete the required number of hours by working Core Time alone. The balance between Core Time working and the required (or standard) number of hours will be made up by attendance during the

flexible bands. The system will record the hours of attendance and provide reports so that adjustments can be made for Credits and Debits.

At the end of each accounting period, the total working hours recorded will be compared with the required number of hours, net of lunch breaks. Within certain limits, a person can carry over an excess or deficit of hours. The system will generate a report for each supervisor to check the attendance of each member of staff and certify that it is correct.

#### **b. Technical Staff**

The number of working hours for Technical staff will not change and are as per the Haddington Road Agreement i.e. 38.75 hours per week. The “required working hours” for full-time staff participating in this scheme during this Accounting Period will be *Number of Working Days in each period below x 7.75 hours*. There will be three flexi periods per year as follows:

- 1<sup>st</sup> January to 30<sup>th</sup> April
- 1<sup>st</sup> May to 31<sup>st</sup> August
- 1<sup>st</sup> September to 31<sup>st</sup> December

At the end of each accounting period, the total working hours recorded will be compared with the required number of hours, net of lunch/rest breaks. A person can carry over an excess or deficit of hours (see 10 below). The system will generate a report for each supervisor (Senior Technical Officer) to check the attendance of each member of staff and certify that it is correct.

The required working hours for part-time staff will be calculated on a pro rata basis in accordance with their contract of employment. Staff cannot complete the required number of hours by working Core Time alone. The balance between Core Time working and the required (or standard) number of hours will be made up by attendance during the flexible bands. The system will record the hours of attendance and provide reports so that adjustments can be made for Credits and Debits.

### **9. Credits and Debits**

Members of staff should access their Employee Self-Service (ESS) account from a DKIT PC. They will have their own unique Personnel Number and Pin which will be used to log onto their account. Clicking on the “Register Time” button or using the proximity card prompts the system to begin recording attendance. Clocking’s before the time-band are accepted, presence is indicated but recording only starts when the time-band begins and the clock time is recorded at the beginning of the time-band. Time before and after the time band is recorded as “Lapsed Hours”.

Under no circumstances should ESS log-on details be given to another member of staff.

All absences should be accounted for. Any authorised absence from the Institute will result in a credit equivalent of Standard Day regardless of duration of absence. A full day’s absence from the Institute for annual leave, public holiday, sickness or other

authorised reasons will be credited as a Standard Day (i.e. weekly contractual working hours ÷ weekly contractual working days). A half-day's absence will be credited accordingly.

The main cases where such calculations will be required are:

- Annual leave, approved in advance as at present
- Visits to the dentist/doctor. These appointments should be arranged outside Core Time credit will be given at the discretion of the individual's supervisor. If leaving work to attend such matters, staff **MUST** clock in and out when leaving the Institute.

In **exceptional circumstances** such absences will be allowed during core-time by Managers. Adjustments will be given in respect of core-time only **10.00 to 16.00** hours. For Technical staff, the Core time will be as per paras 3 c. and d. If an individual attends hospital, dentist etc., and the visit exceeds ½, day proof of attendance is required to be submitted with an absence sheet.

- Trips away from the Institute (e.g. on official duty). An allowance will be made for the absence (less time spent on lunch break) on return. Where a staff member is away from the Institute all day on Institute business credit will be given as a normal working day. No credit will be allowed for time in excess of the Standard Working Day. This is dealt with through the staff member's Travel and Subsistence claim.
- Where sickness at work necessitates leaving early, the staff member will clock out at the time of departure from the Institute
- Parental Leave
- Force Majeure Leave
- Paternity Leave
- Marriage Leave

Credit will be given for attendance at Ante-Natal classes. However, supervisors may request a note from the hospital to confirm attendance. Such absence should be recorded on the attendance report.

Failure to arrive at the beginning of Core Time will be regarded as **late**. Reasons must be given to your Manager for all such late arrivals. Where exceptional circumstances arise, such as difficult travelling conditions (icy roads, "lightening" transport strike) the 10.00 a.m. (9.00 a.m. or 13.00 for Library staff depending on assigned Core) or 09.00 or 09.30 for Technical Staff where appropriate, commencement of Core Time may be waived. Credit will not be given for ordinary transport delays and similar hazards. Where exceptional circumstances exist, however, time may be credited at the discretion of the Supervisor.

Note: Absence is not normally allowed during Core Time for bringing children to the hospital, doctor, etc. Annual Leave or Flexi leave should be used for these absences.

Should a staff member forget to clock in/out, they should contact their Supervisor/Administrator immediately and this can be adjusted on the system.

Please note: There is no other form of compensation to staff for work between 08.00 hours and 18.00 hours.

Where an individual fails to clock in/out during a particular day, the system will record this as a “Missed Clocking” (for 1 missed clocking) or as an “Unapproved Absence” (no clocking’s) and automatically deduct the Standard Working Day hours for the grade from the flexi balance. Please refer to the “Missed Clocking” section of the instructions issued from the Human Resources Office on how to complete an adjustment in ESS. Any adjustments not submitted or approved through ESS will necessitate the completion of a paper adjustment. Staff are advised therefore, to clock in and out as required and to make regular checks throughout each flexi period to monitor variations from standard hours.

#### **10. End of an Accounting Period Reconciliation**

The system will generate a report of all recorded hours worked during the accounting period, including adjustments for credits and debits, which will be compared with the hours required to be worked. Each supervisor should certify the accuracy of each attendance report and, within certain limits; a person may carry over an excess or deficit of hours.

#### **11. Carryover**

Staff should endeavour to work the standard number of hours in each monthly period. However, at present a debit or credit valuation of up to 11 hours (pro-rated accordingly for staff on Job/Work Sharing or Shorter Working Week arrangements) at either the start or finish of any accounting period will be allowed for Administration, Clerical, and Library. For Technical staff a debit or credit valuation of up to 46.8 hours i.e. six (6) days (pro-rated accordingly for staff on Job/Work Sharing or Shorter Working Week arrangements) at either the start or finish of any accounting period will be allowed.

At the end of each flexi period any surplus or deficit within these limitations will be carried forward to the next flexi period. If any staff member exceeds the permitted debit of 11 hours (or pro-rata equivalent) or in the case of Technical Staff 46.5 hours, in two consecutive periods, the excess deficit will not be cancelled but must be cleared during the next flexi period. If a staff member exceeds the permitted debit of 11 hours (or pro-rata equivalent) in **three consecutive** months he/she may be removed from the scheme and the excess deficit deducted from salary. A staff member removed from the scheme will not be permitted to have the scheme reapplied to him/her until a period of at least six months has elapsed, but must still clock in and out. This will be subject to a written recommendation from his/her Manager. A maximum of 11 hours (or pro-rata equivalent) can be carried over from one flexi period to another; the system will automatically remove any excess hours.

Staff will not be allowed under any circumstances to carry forward credits beyond one flexi period. Any credits not used in the next flexi period will automatically be forfeited.

## **12. Annual Leave/ Flexi Leave and Other Types of Leave**

- 12.1 These will be credited on the following basis for Administration and Library staff:-

½ Day = 3.7 hours (or Pro-Rata equivalent)  
1 Day = 7.4 hours (or Pro-Rata equivalent)  
1 Week = 37 hours (or Pro-Rata equivalent)

These will be credited on the following basis for Technical staff:-

½ Day = 3.9 hours (or Pro-Rata equivalent)  
1 Day = 7.8 hours (or Pro-Rata equivalent)  
1 Week = 39 hours (or Pro-Rata equivalent)

- 12.2 All Annual Leave and Flexi Leave requests must be submitted to the appropriate Manager or Supervisor via ESS for approval. These requests must always be submitted in **advance** in order that the relevant adjustment is made within the system.

Any Special leave request **must** be approved by immediate staff member's Manager, and then the Human Resources Manager.

**Study Leave** must first be discussed with your Manager, applied for on absence form and copy sent to the Human Resources Office.

Retrospective Sick Leave will necessitate a paper adjustment, which should be given to the Local Core Time Administrator. However, all Uncertified and Certified Sick leave must be forwarded to the Human Resource Department.

The present arrangements for Maternity Leave, Parental Leave, etc. remain in place.

## **13. Flexi-Leave**

Flexi-leave may be defined as permission to be absent from work during Core Time in recognition of excess hours carried forward from a previous accounting period. In order to qualify for this, an individual must have built up 3.7 hours (or Pro-Rata equivalent) to be absent for one core period (i.e. one half day) or 7.4 hours (or Pro-Rata equivalent) if he/she intends to be absent for 2 core periods (i.e. one full day) and he/she must have the supervisor's prior permission to take such leave. In the case of Technical staff, the individual must have built up 3.9 hours to be absent for one core period or 7.8 hours if he/she intends to be absent for 2 core periods.

The supervisor should ensure that such leave is recorded on the attendance report. Records of flexi-time will be kept separate from annual leave but such leave may, of course, be taken in conjunction with annual leave.

In the case of Administration and Library staff they are only permitted to take 1.5 flexi days in 1 flexible period and only where a balance of flexi time has been accrued in advance.

In the case of Technical staff it is expected that flexi-leave will normally be granted/taken during out-of-term hours (i.e. when there are no classes). Only in very exceptional circumstances, or where services are not affected (particularly where technical staff are not involved in direct school technical support), will flexi-leave be granted to technical staff during term time. The maximum number of flexi-days that can be taken in one continuous period will normally be 6.

**In effect therefore, a maximum of 18 flexi-days may be taken in the calendar year for all staff regardless of grade availing of flexitime.**

**Staff members will not be allowed to take flexi-leave until they have earned a surplus of 7.4 hours (or Pro-Rata equivalent) for one full day or 3.7 hours (or Pro-Rata equivalent) for a half day. Under no circumstances will individuals be allowed to advance flexi days (e.g. take a flexi day prior to building up 7.4 hours, thereby carrying a deficit of hours over into the next flexi period). In the case of Technical staff, this is 3.9 hours and 7.75 hours as appropriate.**

**As in the case of Annual Leave, Flexi Leave must be authorised in advance through ESS.**

#### **14. Annual Leave**

Staff must be facilitated to take their full annual leave entitlement during the annual leave year. The granting of leave is, however, subject to the needs of the work. Staff members are encouraged to avail of their full leave allowance within the leave year. Compensation will not be authorised for untaken leave.

Permission to take annual leave must always be secured in advance, applied for through the ESS and such leave must be noted on the attendance report. Subject to the needs of the work, members of staff may, in practice, be allowed some choice of the period to be taken as leave, but they have no entitlement to take leave whenever they wish.

#### **15. Timekeeping Records**

It is the responsibility of each staff member to ensure that CORE Time and Attendance records their arrival and departure times and failure to do so could mean the loss of credit hours. Staff should not record their presence until they are ready to commence work and doing so indicates that the person is engaged in normal work. Human Resources will monitor weekly attendance recording.

## **16. Proximity Cards**

In the event of the proximity card being left at home, and where PC login is not possible, please contact your supervisor immediately. Credit for unrecorded time will be given at the discretion of the supervisor/Human Resources. Each person is responsible for his/her own proximity card. If a proximity card is lost, a replacement may be obtained from College Services from 2pm – 4pm daily. The member of staff will be asked to pay the cost of a replacement card.

**Using another person's proximity card, regardless of the circumstances, may be regarded as a disciplinary matter.**

**Staff must not "CLOCK IN" until they are actually ready to start work and must only clock in at their nearest Clocking Station or PC. This will be monitored regularly. Under no circumstances should employees clock in and then return to their car to find a parking space.**

**Staff must always "CLOCK OUT" when leaving the building for any reason. In the event of an emergency, such action will assist in the safe evacuation of the Institute's premises.**

## **17. Control and Abuse**

Flexibility in the selection of hours of attendance must be subject at all times to the requirements of management to have sufficient staff on duty during the working day.

The Flexible Working Hours system places a high level of trust on both staff and individual supervisors to ensure its effective operation. Any serious or persistent abuse or falsification should be reported to the Human Resources Office for appropriate disciplinary action.

A written explanation must be given for all unauthorised absences during Core Times (e.g. late arrival, early departures). Such absences and exceeding of permitted debit are regarded as breaches of the scheme. If a staff member exceeds the permitted debit of 11 hours (or Pro-Rata equivalent) in **three consecutive** months (or in the case of Technical staff 31 hours in two (2) consecutive periods) he/she may be removed from the scheme and the excess deficit deducted from salary. A staff member removed from the scheme will not be permitted to have the scheme reapplied to him/her until a period of at least six months has elapsed. This will be subject to a written recommendation from his/her Manager. (Where the permitted debit is exceeded by an individual in any accounting period, it should be noted on their Attendance Report). From 01 January 2015, From January 1<sup>st</sup> 2015, where a staff member seeks to write off annual leave against a debit balance, a maximum of 1 day per annum may only be used.

Where breaches by a staff member of Core Time exceed twenty in a calendar year or six in three months, the scheme will no longer apply to that person and he/she will revert to normal working hours (i.e. 9.00 – 17.00 or as deemed by the appropriate manager for Technical staff). In addition, breaches of Core Time regarded as "late"

will be dealt with as above. A person removed from the Flexible Working Hours scheme for constant breaches of Core Time will not be permitted to have this scheme re-applied to him/her until after a period of twelve months has elapsed.

However, established abuses of the system will be subject to disciplinary action in accordance with the agreed Disciplinary procedures. Examples of such abuses include:

- persistent omission to clock in or out at any time during the working day;
- keying in while not working;
- exceeding the permitted debit hours in three consecutive months;
- serious abuse of the scheme e.g. *one person clocking in or out for another*,

can be regarded as gross misconduct and can lead to disciplinary action up to and including dismissal of those involved. Disciplinary proceedings in relation to the above will only be taken in cases of specific deliberate abuse and not in cases where it is proven that genuine errors occurred.

## **18. Overtime**

Currently, there is no facility for overtime to be paid.

However, should an employee be required to work past 06.00 p.m., this must pre-approved by their supervisor and if agreed maybe credited to flexi plus. Staff must clock out before commencing overtime.

Overtime may not be paid to staff that have debit hours.

## **19. Termination of Employment**

Staff leaving the Institute's employ should bring their credit or debit hours to nil by their date of leaving. Should there be a debit balance outstanding; a deduction will be made from salary or annual leave. The proximity card must be returned to the Human Resources Office.

## **20. General**

All sections should be appropriately staffed at all times and it is the responsibility of supervisors to ensure that this is the case. This may result in members of staff being prevented from operating the flexi-time system to its fullest. Human Resources Office should not be asked to provide staff to cover a shortage of staff in sections which occur due to mismanagement of the flexi-time system.

Supervisors should ensure that the number of core time infringements is kept to a minimum. If an Officer wishes to have a core time infringement excused, they must send an approval sheet signed by their supervisor to the Human Resources Office. When leaving the Institute due to career break, resignation, transfer, etc. the balance on flexi clock should be nil.

### **Visits to the hospital, dentist, optician, etc.**

Visits to the dentist, doctor, or other personal matters should be arranged outside of Core Time. In **exceptional circumstances** such absences will be allowed during core-time by Managers and should be noted as an Approved Absence. Adjustments



will be given in respect of core-time periods only. In the case of Technical staff, the Core Time will be as outlined in paras 3 c. and d above. If an individual attends hospital, dentist, etc., and the visit exceeds ½, day proof of attendance is required.

In ALL such circumstances, absences during Core Time will always be subject to prior authorisation by an individual's Supervisor. A member of the staff should always ensure that his/her absences are recorded properly.

An Officer must attend work either before or after the appointment in the relevant half day, otherwise the absence will be treated as sick leave.

### **Ante-Natal Classes/Appointments**

Credit will be given for attendance at Ante-Natal classes. However, a note from the hospital should be forwarded to your Supervisor to confirm attendance.