

Alliance Manchester Business School

Flexitime Guidelines

Introduction

This guidance should be read in conjunction with the University of Manchester Guidance on Flexible Working Schemes, which can be found on StaffNet [here](#)¹.

Flexitime offers a flexible approach to working and, although colleagues will generally work set hours, flexitime can be used to adjust start and finish times due to traffic, personal appointments, etc. It can also be used during certain times of the year where workload varies and additional hours may need to be worked within a week.

The operation of a Flexi Time Scheme is operated at the discretion of the School, for mutual benefit where operational requirements allow.

Overtime and TOIL arrangements are managed separately, in line with terms and conditions of employment. Colleagues will not be paid for any flexi time they have accrued over and above normal working hours.

Any issues relating to the operation of the flexi time scheme should be raised with colleagues' line manager in the first instance.

Eligibility

Colleagues at Grades 1 to 5 are eligible to participate in the flexi time scheme.

Colleagues at Grade 6 have a notional 35 hour week, but are required to undertake such hours as necessary for the proper discharge of their duties. Flexibility is supported within this, in agreement with line management and subject to operational requirements.

Colleagues who have formal flexible working arrangements in place under the University's Flexible Working Policy² will not be part of the flexi scheme as they already have individual flexible arrangements in place to meet individual need.

There may be team specific conditions (i.e. limitations to flexi arrangements) for example in student or external facing roles to ensure full service provision during relevant hours. Team Managers and Supervisors are responsible for ensuring that effective cover is in place and the organisation of this, for example whether a rota is to be used, is at the discretion of team managers.

Parameters

The Flexi Time Scheme operates in 4-weekly periods, and allows staff the opportunity to flex start and finish times.

¹ <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7656>

² <http://www.staffnet.manchester.ac.uk/human-resources/current-staff/leave-working-arrangements/flexible-working/>

It is expected that colleagues will normally work their standard working hours over a 4 week period. Where it has been essential for staff to work more or less than their normal working hours within a 4 week period, the flexi time scheme also allows colleagues to carry up to one working day credit or debit into the next period. No more than one normal working day credit or debit can be carried forward between periods.

The core hours which colleagues are required to attend work are 1000 to 1200; and 1400 to 1600

Colleagues should not normally start work before 0800 or finish after 1800 unless agreed in advance with management.

Colleagues must take a minimum 30 minute lunch break between 1200 and 1400. For wellbeing, are encouraged to take an hour lunch break away from their desk³. The maximum lunch break is 2 hours. Colleagues are expected to work together within teams to ensure appropriate cover over the lunch time period.

Additional hours and flexitime leave

Flexi time schemes are not designed for regular overtime working. If there are issues managing your workload within normal working hours, you should speak to your line manager.

Where it has been essential to work additional hours, these may be taken as flexitime leave.

Colleagues must gain approval in advance for flexitime leave and it is important to note that the use of accrued hours is not guaranteed, and will only be approved if there is sufficient staff cover and workload is manageable. Where agreed, accrued leave will be taken as half or full days.

Recording Flexi Time

Flexitime records must be completed daily wherever possible, and signed and submitted to your line manager at the end of each 4 week period. A suggested flexitime form to be used within AMBS is attached as an Appendix. Team managers will be responsible for arrangements for recording and sign off of flexi time within their area.

Fifteen minute units should be used for flexi time, i.e. you should record your start and finish times accurately, and you should manage your time so that your daily hours total is rounded to fifteen minutes.

Start and finish times should be the time colleagues started and finished working, not the time they entered and left the building.

Medical Appointments and Training⁴

You are expected to arrange medical and dental appointments outside of working hours wherever possible. Where this isn't possible you should make every effort to arrange appointments at the beginning or end of the day so as to minimise the amount of time away from work. Colleagues will be given half an hour paid leave towards a medical or dentist appointments over and above the core hours (i.e. before the latest start time of 1000, or the earliest finish time of 1600)

³ Information on support for staff wellbeing can be found at <http://www.staffnet.manchester.ac.uk/wellbeing/>

⁴ These provisions are in line with the Sickness absence policy and procedure:

<http://www.staffnet.manchester.ac.uk/human-resources/current-staff/health-wellbeing/sickness-absence/>

It is accepted that hospital appointments will be usually stipulated by the hospital and may be made at any time, and staff will be given paid leave to attend on showing an appointment letter (these letters should not be retained by the department). Accurate start and finish times should be recorded on such days, but the total working hours will be counted as 7 hours.

A day spent away from office on University business (i.e. training course / conference) will count as 7 hours