

The Exchange – Enterprise and Innovation Department
Annualised Hours Policy / Procedure

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1. Policy

- 1.1 The aim of the Annualised Hours Policy is to provide the principles for the operation of annualised hours and is non- contractual but should be read in conjunction with your contract.
- 1.2 An annualised hours contract is an employment contract where the employee's working hours are calculated on an hourly, rather than daily or weekly, basis and those hours are at times stipulated by the employer during the year.
- 1.3 Annualised hours provide a range of benefits for University and its staff, including:
 - a. A flexible approach to meeting the needs of a particular area or service
 - b. Aid the retention of staff through a more flexible approach to working hours
 - c. Provide a viable alternative to casual working arrangements, where flexibility remains a business need

2. Scope of the Procedure

- 2.1 This procedure applies to all substantive staff contractually engaged on an annualised hours basis.
- 2.2 A "year" under the annualised hours system normally begins in August each year and ends on 31 July.
- 2.3 The contract of employment will state how many hours an individual is contracted to work each year.
- 2.4 Hours under the annualised hours system are based on 260 working days in the year. Staff who work full-time (36 hours per week) are therefore contracted to work 1,872 hours per year. Staff who work part-time (i.e. less than 36 hours per week averaged across the year) will be contracted to work a pro-rata equivalent number of hours.
- 2.5 You are entitled to treat your allocated holiday entitlement, public/bank holidays and University closure days as part of your contracted annualised hours.

3. Working Pattern

- 3.1 Your start and finish times may be varied, with no core hours of attendance being defined.
- 3.2 In most cases, hours will be worked between 8.30 am and 10.00 pm Monday to Sunday. Hours worked outside of these hours will still be credited to your annualised hours if you are required by your line manager to work at these times (e.g. closing the Exchange). Your line manager will need in particular to ensure that adequate service provision is available during normal office hours, which are 9.00 am to 5.15 pm Monday to Thursday and 9.00 am to 5.00 pm on Friday.
- 3.3 Both you and your line manager will need to aim to ensure that by the end of the 'annualised hours' year, you have worked the correct number of hours (taking into account holidays taken and sick days) in accordance with your contract. If towards the end of the Annualised Hours year it becomes likely that you have worked less (debit) or more (credit) than such hours then:
 - a. Up to 36 hours credit or debit may be carried forward to the next year (pro rata for part-time employees). Your hours and holiday entitlement will then be adjusted accordingly, but your rate of pay will remain the same (subject to any pay review adjustments).
 - b. Payment for credit hours in excess of 36 hours at the end of the annualised leave year may be made by using overtime or using time off in lieu, at the discretion of your line manager Other than on termination of employment,

there will not be a reduction in pay for any deficit number of hours, but you may be required to take such time as annual leave before the end of the Annualised Hour year.

- 3.4 Both you and your line manager have a joint responsibility to monitor your working hours at least monthly to ensure that you are not working excessively over or under your cumulative target hours and linking this with the need for continued service provision.
- 3.5 There is no mandatory minimum or maximum worked hours in any one month, but working hours will be compliant with the Working Time Regulations, 1998.

4. Rest Breaks

- 4.1 A minimum of 30 minutes rest break must be taken each day if you work over and above 6 hours for that day. This break must be taken approximately half way through the working day, i.e. it cannot be taken at the beginning or end of the day to enable you to start later or finish early

5. Recording Hours Worked

- 5.1 Your hours of work will be confirmed on a monthly basis, inclusive of start and end time for each working day.
- 5.2 Reasonable notice will be provided of variation to the hours of work.
- 5.3 Worked hours during which a member of staff is sick and unable to attend work remain classified as working hours for the purposes of annualised hours calculation. Sickness absence should be recorded in the HR system by the manager in accordance with the Sickness Absence Procedure.
- 5.4 As stated in your contract of employment, you are required to work the hours and days notified to you. However, if for any unavoidable reason you are unable to work the hours or days provided, you may “swap” hours or days with an equivalent colleague who is also working an annualised hours pattern. Any swaps need to be notified to your line manager, and must be accompanied with the written consent and agreement of your colleague. Only two such “swaps” will be permitted per month.

6. Annual Leave, Public Holidays and University Closure Days

- 6.1 Your contract of employment will detail how much paid annual leave you are entitled to which will be stated in hours.
- 6.2 You are entitled to pro-rata eight paid public/bank holidays a year, the dates of which vary from year to year. You will be given an allowance in hours for public/bank holidays (pro rata if you work part-time) and will be required to record this in your annualised hours record.
- 6.3 You are entitled to pro-rata four paid university closure days a year, the dates of which vary from year to year. You will be given an allowance in hours for the university closure days (pro rata if you work part-time) and will be required to record this in your annualised hours record.
- 6.4 If an individual is required to work a public holiday or university closure day, the entitlement will be taken at another time in the year and recorded on the Annualised Hours Record.

7. Pay

7.1 Your annual salary will be paid in equal monthly instalments at the rate stated in your contract of employment, regardless of the actual number of hours worked each month.

8. Overtime

8.1 Under the annualised hours policy, no payment for overtime or time off in lieu will normally be made until you have completed in excess of 36 hours over your contracted annualised hours for the year and will be at your line managers discretion to agree.

9. Termination of Employment Part Way Through Year

9.1 In the event that you leave the University part way through the annualised hours year, both you and your line manager should make every effort to ensure that you have worked the required number of target hours for the proportion of the year by your date of leaving.

9.2 You will be paid for any hours worked over and above your required hours for the proportion of the year. Likewise, if you have not worked the required number of hours, your final salary will be deducted by the number of hours you are in deficit.

- **Date Written:** June 2021
- **Author:** Human Resources / Enterprise and Innovation
- **Version number:** 1
- **Person responsible:** Human Resources
- **Effective from:** 1 July 2021
- **Review date:** 30 June 2024
- **Impact Assessment date:** NA
- **History:** Approved by SLT and UEC.