

1. In order to afford staff the opportunity for a greater integration of personal and working responsibilities, Student Administration has adopted the University's flexi-time and time off in lieu policy.
2. For reasons of equity and fairness across the directorate, line managers are encouraged to adopt a considered, prudent approach to the number of hours that staff are asked to work, which are over and above the standard 36¼ hour working week.

Flexi Time

3. The flexi-time policy is effective for all staff at grade six and below and should be used to manage all general time worked over and above the standard 36¼ hour working week.
4. Flexi-time can be accrued during the core office hours of 08:00-18:00 Monday – Friday. Anything outside of these hours must be pre-approved by a Manager and needs to be accrued as time off in lieu (TOIL). Please see the [University's Flexible Working Hours Scheme](#) for further information.
5. Weekly timesheets must be completed to record hours worked and approved by your line manager. A [timesheet template](#) is available to download and approved copies should be kept by your team for audit purposes. When taking a holiday as a flexi day, this must be approved by your line manager and the hours must be deducted from the credit carried forward on your timesheet.
6. Flexi time is not recorded on SAP therefore you do not need to submit your timesheets to the Administration team.

Time off in Lieu (TOIL)

7. TOIL needs to be pre-agreed with your manager before you work the time. Line managers will be responsible for monitoring the accrual of TOIL and the authorisation of days off.
 8. TOIL must be recorded on your TOIL card and approved by your line manager. If you require a new card, please contact the Administration team. You are not required to submit your TOIL card to the Administration team when accumulating TOIL.
 9. Only units of 0.5 days or full days can be recorded as TOIL. Anything below this needs to be accumulated until the time reaches a minimum of 0.5 days.
 10. When taking authorised holidays using TOIL, the leave must be recorded on your TOIL card and approved by your line manager. These cards must be passed to the Administration team and will be recorded on your SAP record for auditing purposes. TOIL must be taken in units of 0.5 and full days. Anything below this must be taken as flexi.
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TOIL: Grade 6 and below

11. For staff at Grade 6 and below accruing TOIL, the following rates will be applicable after 36¼ hours have already been worked:

Working Monday to Friday	- Standard time
Working Saturday	- Time and a half
Working Sunday	- Double time

TOIL: Grade 7 and above

12. Staff employed at grade seven and above are not permitted to accrue TOIL during the normal working week (as per the terms and conditions of employment). These staff can accrue TOIL on a like-for-like basis if requested to work during weekends. The rates above will not apply due to the terms and conditions of employment.
13. However Student Administration acknowledges that staff at this level may need to attend evening events/courses which they can be compensated for as follows:
- a) Three evening commitments (events/courses etc) in a week or five in a fortnight will entitle eligible members of staff to one day's compensatory time. For this, an evening commitment is defined as finishing work at 8:00pm or later. This does not include travelling time or working from home.

TOIL: International Trips

14. All overseas trips for which compensatory time is to be claimed must be at least seven days duration or at least five days duration if the period includes a full weekend of work commitments.
15. In recognition of the preparation required before an overseas trip, where an overseas trip commences before midday then staff will be entitled to leave work at midday the previous day in order to prepare adequately.
16. In recognition of the rest required following an overseas trip, where staff arrive home from an overseas trip after midday then they will not be required to be in the office the following day.
17. Where a member of staff is required to work a Bank Holiday, one day's compensatory time will be given to reflect this.

Overtime

18. In some exceptional instances, unpredicted peaks of business activity may occur. On these occasions the Director of SA may take the decision to offer paid overtime, which will be offered to staff willing to work on the unpredicted workload. This will be paid in accordance with the time off in lieu rates shown above. Overtime forms will need to be submitted to Finance with a copy passed on to the Administration team. [Overtime claim forms](#) can currently be found on the Finance intranet.
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