

Additional/out of hours working guidance

Types of Additional/Out of Hours Working

There are many reasons at the University why employees may need to carry out additional or out of hours working. In order to meet the flexibility of the work and still meet business needs, time off in lieu, payment of hours worked or working from home are all options that can be considered.

Normally, subject to the business needs of the University and the agreement of the authorised manager, accrued time for additional working should be taken within 4 weeks of its accrual, provided that the accrued time is no greater than 5 days. To ensure business continuity, where more than 5 days have been accrued, time off in lieu may be taken over a longer period, subject to the business needs of the University and agreement with the authorised manager.

Each Faculty/Service is expected to maintain records of time accrued and taken off as time off in lieu or paid as an additional payment in order to meet audit requirements.

The instances/examples shown below may not be exhaustive and it is recognised that some variation may be required to meet specific circumstances. Managers should adhere to the principles of the Additional/out of hours working policy but have the flexibility to use their own discretion within their own teams with regards the guidance below. Where alternative options to those below are being used then please consult with your HR Partner/Advisor as these alternatives may need to be written and approved by the Director of Human Resources and the Dean of Faculty/Head of Service.

Time off in lieu/payment

The table below gives examples of the types of additional/out of hours work that an employee at the University might be expected to do. The options available are not exhaustive but a guide to what could be offered. If you require more detailed advice then please contact your HR Partner/Advisor.

These arrangements are not contractual and the management of the Service reserves the right to review and amend as required.

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| **Types of additional Work/Out of Hours** | **Examples** | **Options available** | **Additional Comments** |
| **Occasional Evening Work for specific events/weekend working\*** | Grades B - D | Where staff are required to work on a day when they would not normally work - for example at a weekend then time off in lieu will be granted for each additional hour worked or overtime will be paid. In the event of an overnight stay, no overtime will be paid but a half day TOIL may be granted. Where staff have consecutive overnight stays only half a day TOIL may be claimed. | Any time off in lieu / overtime payment must be agreed by the line manager. |
| **Occasional work for specific evening events/weekend working\*** | Grade E or above | No time off in lieu or additional payments to be made. | This is deemed to be an expectation of the job. However, being required to work evenings / weekends on a regular basis should be discussed with your line manager who may grant TOIL depending on the circumstances. |
| **Regular Evening/weekend work** | Grade E or above | Staff may be entitled to time off in lieu where they have worked outside the normal working hours on more than two evening occasions per month or for any weekend working i.e. all staff in these roles can be reasonably expected to attend two evenings per month without any time off in lieu being granted. Time off may be claimed for the third, fourth, etc. evening event they attend in a month and for any weekend working. Time off has to be taken at a time agreed with the line manager. |  |
| **Additional hours for part time staff** | All part time staff | Where flexible working arrangements are in place then additional hours worked should be included within the scope of flexitime.  However, where this is not possible and with prior agreement with their line manager a part time employee may be paid for additional hours worked up to 36.5 hours in any week (at normal hourly rate). Additional hours above 36.5 in any one week should normally be taken as time off in lieu. | Form PD71 should be used and sent to Employee Services (HR) |
| **Overseas trips which include working weekends (including travel to/from such activity\*\*** | International visit e.g. international recruitment, Alumni overseas partnerships, field trips | One day off in lieu for every two weekend days worked irrespective of total length of trip. Normally to be taken immediately following the trip. |  |
| **Overseas trips of more than 20 days consecutively\*\*** | If TOIL is incurred, the schedule of the trip should be designed to ensure that a minimum of two of the TOIL days incurred are built into the travelling schedule. Remaining TOIL days should be taken immediately following the trip where possible. |  |

\* For the purpose of this guidance, ‘occasional evening work’ is that which is outside of the definitions of an individual’s job description and is 1-2 evenings a month. Where the requirements are more than this, then additional hours worked may need to be formalised and your HR Partner/Advisor can advise on this.

**\*\*Long haul trips/out of office arrivals back to the UK**

Where employees have travelled ‘long haul’ or their flight returns to the UK during the night, then managers may want to consider giving employees the option of working at home in these instances, using flexitime or giving time off in lieu on their immediate return. Managers should use their discretion depending on flight times, length of flight, number of days overseas, time off whilst on trip etc. Where this is a regular occurrence in a team, a consistent approach should be identified.

Employees who are working away from the office for five consecutive days or more, excluding travel, can normally expect a *working from home* day on their return to facilitate completion of trip reports, expenses, and other University business. This must be taken immediately at the end of the trip, after any TOIL, or will be forfeited. Such reports are expected to be provided to the relevant line manager on the first working day at the University after the trip.

Further guidance available

Please speak to your HR Partner/Advisor for anything further or to discuss your individual or team circumstances.

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