

**GUIDANCE ON TIME OFF WHEN WORKING BEYOND NORMAL PATTERN – UK CAMPUSES[[1]](#footnote-1)**

**Introduction**

From time to time and due to business pressures it is necessary to hold events such as graduations at weekends for the convenience of students and their families. The University recognises that this requires many colleagues at all levels to work (or travel, particularly to overseas campuses) outside their normal pattern.

This Guidance is an interim statement specifically to consider managing time when working outside the normal working pattern (including “hours as necessary”) for specific events. A more detailed Policy addressing working time in general is being developed and will be consulted on under normal policy consultation.

**When does this Guidance apply?**

Grades 1-5 and Shift-Workers already receive reimbursement for overtime working, unsocial hours or shift patterns.

Colleagues in Grades 6-10 are expected to work the hours necessary to fulfil the requirements of their contract of employment (beyond the 35-hour week used to calculate pro-rata part-time pay).

However, when colleagues are expected to attend specific events as part of their work activities outside their normal working pattern, particularly on non-working days for example, late evenings or weekends, they should be reimbursed a reasonable amount of time back.

In such situations, ideally in advance of the work or event, the line manager must discuss and agree reasonable amount of time back. This should not necessarily be specific like-for-like time but a recognition of the nature and effect of the disruption of hobbies, activities and family life outside of work, long working or travelling days. The time back should not exceed the time actually worked.

Where colleagues have travelled or worked late into the night or early morning on a working day, their start time should be adjusted so that they are suitably rested before returning to work.

In all other respects, the line manager will agree when the time may be taken, considering the wider workloads and requirements of the programme and respective team members and health and safety of the individual. It should be as close to the worked time as possible and noted in personal work calendars. It does not need to be recorded as absence on iHR, as it is in recognition of the additional work or travel undertaken rather than additional holiday.

**Appendix 1 - Examples**

**Working outside normal hours to fulfil specific requirements**

1. Working on an Open Day, Graduation or an Offer Holder event typically held during the weekend, which is in addition to the normal working week.
2. An evening event requires travel to attend the event, returning home late at night
3. Supporting a field trip means travelling long distances and working longer than normal hours over the course of the trip.
4. The workload and scheduled meetings require working on a Sunday in Dubai (for UK staff)

**Travelling outside reasonable working hours**

1. A long haul flight (greater than 6 hours) requires travel on a non-working day
2. Overseas business travel requires travel at the weekend
3. The journey means very late arrival home on the night before, or in the early hours of the morning of the working day
4. Travel delays or cancellations due to external circumstances (for example; severe weather; events such as a volcanic eruption disrupting travel; a pandemic outbreak restricting movements; etc.). Refer also to the Severe Weather Guidance and FAQ’s <https://www.hw.ac.uk/services/docs/hr/policies/SevereWeatherGuidanceforStaffapprovedatIB190110.pdf>
1. Guidance for overseas campuses to be developed [↑](#footnote-ref-1)