



Policy on hours of work for staff contracted to work fixed hours

Contents

1. Hours of work.....	1
2. Rates of pay.....	1
3. Overtime	1
4. Times of work.....	1
5. Working Time Directive	2
6. Other employment.....	2

These arrangements exclude all staff who are employed on no fixed working hours

1. Hours of work

The full-time standard hours of work are 35 a week, which may be worked '5 over 7' days a week, Monday to Sunday.

2. Rates of pay

All hours worked up to and including 35 a week will be recompensed at plain time rates of pay.

3. Overtime

3.1. Payment for overtime will commence after 35 hours have been worked in any one week (Monday to Sunday). Payment will be made in accordance with the policy on overtime arrangements for staff contracted to work fixed hours available at http://hr.leeds.ac.uk/info/31/pay_and_reward/46/overtime_for_staff_contracted_to_work_fixed_hours.

3.2. Where a full-time member of staff's normal working week includes a Saturday and Sunday, another day of the week is designated as a 'rest' day and a further as a 'free' day. Members of staff required to work on these days will be recompensed in accordance with the policy on overtime arrangements for staff contracted to work fixed hours available at http://hr.leeds.ac.uk/info/31/pay_and_reward/46/overtime_for_staff_contracted_to_work_fixed_hours.

4. Times of work

4.1. There can be considerable variations among Schools/Services in the detailed arrangements concerning times of work for staff which are necessary in order to meet

departmental needs. There is, therefore, a need for such matters to be flexibly applied across the University.

- 4.2. Heads of School/Service (or nominee) will agree working patterns with members of staff in order to meet departmental requirements.
- 4.3. Changes in departmental activities can necessitate a review of the working times of staff. Where there is a need to change normal working arrangements, it is expected that this will be following consultation with the member(s) of staff concerned. Where significant changes within a School/Service are being considered, agreement with the trade unions recognised by the University will take place.

5. Working Time Directive

- 5.1. Heads of School/Service should take into account 'rest breaks' which are required under the Working Time Directive, when agreeing work patterns with individuals, for example:

- 5.2. Daily rest breaks

Staff are entitled to a rest period of 11 consecutive hours in each 24 hour period during which they work.

- 5.3. Weekly rest breaks

Staff are entitled to a weekly rest period of one day a week, which can be averaged over a period of two weeks.

- 5.4. Breaks

Members of staff are required to take a minimum break of 30 minutes at lunchtime, although Schools/Services may have local arrangements/agreements for longer lunch breaks. This time is unpaid and, therefore, is not counted as part of the 35 hour working week. For staff who work in labs or other areas where refreshments cannot be taken for health and safety reasons, the University recommends that Heads of School/Service ensure that staff take a comfort/refreshment break of up to 10 minutes in the morning and up to 10 minutes in the afternoon. Many staff members will have the opportunity to have refreshments at their desk or workstation, in which case arrangements will be more informal. Heads of School/Service will agree and manage locally how structured breaks can be incorporated into the working pattern.

- 5.5. Where it is agreed locally by the Head of School/Service that longer breaks may be taken, the additional break time is not included within the 35 hour working week and will, therefore, be unpaid time.

6. Other employment

- 6.1. To assist the University to meet its obligations under the Working Time Regulations members of staff are required to advise their supervisor or manager of any paid employment in addition to University employment.
- 6.2. Further information on the Working Time Directive can be found at http://hr.leeds.ac.uk/info/40/hours_of_work/53/working_time_regulations.