
WITHOUT PREJUDICE – THIS CLAUSE IS NOT FINAL & MAY BE SUBJECT TO CHANGE

PLEASE NOTE: THIS CLAUSE OR SUBCLAUSE SHOULD NOT BE READ IN ISOLATION, & MUST BE READ IN CONJUNCTION WITH THE ENTIRE CLAUSE AND/OR AGREEMENT

Tabled 26/6/2012

22.6 Flexi-time

22.6.1 A staff member may be entitled to access flexi-time for time worked in excess of their ordinary hours of work, in accordance with the following provisions:

a) flexi-time arrangements will be agreed in advance between the staff member and their line manager, and recorded;
b) the hours worked will have been within normal operating hours;
c) the hours worked in any 1 day will not exceed 10 hours; and
d) the hours worked over a fortnight will not exceed 82.5 hours.
e) A staff member will normally be expected to use their flexi-time within 8 weeks, unless otherwise approved in writing with their line manager

22.6.2 A maximum of 22.5 hours of flexi-time may be paid out at the end of a calendar year, subject to the following:

a) the staff member has been unable to utilise flexi-time;
b) the staff member has carried over these hours;
c) where the staff member has been unable to utilise flexi-time, through no fault of the staff member, there will be no limitation on the flexi-time that can be paid out.
d) the staff member may carry over their accrued flexi-time into the next calendar year with the agreement of their line manager.

22.6.3 A staff member’s absence on flexi-time accrued in accordance with this Clause 22 will not contribute to the accrual of further flexi-time.

XX.X Time off in Lieu of overtime

XX.1 A staff member may elect, with the consent of the line manager, to take time off in lieu (TOIL) of payment for overtime at a time or times agreed.

XX.2 Overtime taken as TOIL will be equivalent to the rate of overtime payment appropriate to the hours worked.

XX.3 Alternatively, by agreement with the line manager, the staff member may elect to be paid at ordinary rates for the time worked and take time off at the rate of one half hour, one hour or one and a half hours of overtime per hour of overtime worked as the case may be.

XX.4 Any accrued TOIL shall normally be taken within 4 weeks of the accrual. Where TOIL is not taken within 8 weeks of its accrual, the staff member may elect to be paid for the overtime instead. All accrued TOIL must be taken within 12 months of its accrual. If not taken, the University shall pay the accrued TOIL at the overtime rate.