



BISHOP GROSSETESTE UNIVERSITY

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BISHOP GROSSETESTE UNIVERSITY

ADDITIONAL HOURS FOR SUPPORT STAFF (LIEU) POLICY AND PROCEDURE

1. SCOPE

This procedure is applicable to all support staff.
Staff on Grades 8 and above is not eligible for overtime. They are expected to self-manage their time in accordance with the principles below.

2. DEFINITIONS

Additional hours are accrued by working over and above your contractual hours.

Overtime – payment for additional hours is in accordance with the provisions set out in the ‘National Joint Council for Local Government Services’- the “Green book” and detailed below.

Lieu Time – accrued through working additional hours which will subsequently be taken as time off.

3. ADDITIONAL HOURS (Grade 7 and below)

- 3.1 The University recognises that is not always possible for staff to work only their contractual hours, however in their best interests staff should not routinely be working extra hours over and above contracted hours.
- 3.2 For staff eligible to use the flexitime scheme this procedure does not apply for hours accrued between the earliest start time and latest finish time (7.30 am and 6.00pm) Monday to Friday.
- 3.3 Additional working time of less than half an hour in any day is not applicable for payment or lieu time.
- 3.4 When staff attend conferences/seminars and so forth on behalf of the University which means that attendance and travel results in the member of staff working beyond their normal contracted hours then lieu time will be given. Lieu time of less than half an hour will not be credited.
- 3.5 Staff are expected to make up time for medical and dental appointments and may use lieu time for this purpose.
- 3.6 Payment for additional hours will only be made with the prior agreement of the appropriate member of Senior Leadership Team (SLT).
- 3.7 Staff are not permitted to accrue more lieu time that their normal working week.

3.8 In exceptional circumstance, a maximum of two days may be carried forward from one leave year to the next.

3.9 Lieu time may not be used as a way of altering normal contracted hours of work.

4. **ADDITIONAL HOURS (Grade 8 and above)**

Staff on grade 8 and above will manage their own lieu time (whilst keeping their manager informed) on an hour for hour basis.

5. **PROCEDURE**

5.1 Additional hours must be agreed in advance with the member of staff's SLT lead.

5.2 Where additional hours have been worked without prior authority, it will be at the SLT manager's discretion whether:

- Lieu time is allowed and can be banked; or
- Overtime will be paid instead of lieu time; or
- Lieu time and payment are not authorised.

Authority to bank lieu time or make overtime payments will not be withheld unreasonably.

5.3 Staff on Grade 7 and below who work additional hours beyond their working work are entitled to receive enhancements on the following basis:

- | | |
|--|-----------------|
| • Monday to Saturday | Time and a half |
| • Sundays/public/extra statutory holiday's | Double time |

Lieu time will be at rate of:

- | | |
|--------------------------|--|
| • Monday to Friday | Basic time |
| • Saturday | Time and a half |
| • Sunday or bank holiday | Double time or single time off plus single time payment. |

Part time staff are entitled to these enhancements only at times and in circumstances in which full time staff would qualify. Otherwise a full working week for full-time staff must be worked by part time members of staff before these enhancements apply.

5.4 Once additional hours have been agreed the member of staff must complete the overtime claim form or lieu time form as appropriate, and obtain the necessary authorisation. The SLT lead must approve overtime, the department manager may approve lieu time. A list of authorised overtime will be reported to the SLT regularly.

- 5.5 Payment for additional hours will be made in the next available pay run after the authorised form is received by payroll.
- 5.6 Lieu time may be taken at any time with the prior agreement of the department manager and the date(s) and time(s) recorded using the attached form.
- 5.7 Lieu time may be taken in half hour, up to, full day proportions but no member of staff may take more than three whole days in any given week, except in exceptional circumstances, authorised by the Department manager.

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