

APPENDIX 8 – NICVA STAFF WORKING HOURS

The following outlines NICVA's arrangement with regard to working hours:

- (1) To meet the needs of our members, staff must be available for a core time each day during the hours of 9.45am and 4.15pm. Staff required to work outside the organisation during normal working hours must continue to leave clear instructions where and how they can be reached if their business takes them away from the office.
- (2) All staff are required to work a seven hour day. Starting and finishing times are to be agreed with the appropriate line manager but must include the hours as above. The earliest starting time for all staff will be 8.30am. Unit cover must be considered when agreeing staff working arrangements. For example it would be inappropriate for all staff in a unit to either start at 9.45am or finish at 4.15pm.
- (3) NICVA encourages all staff to break for lunch between 1.00pm and 2.00pm. Staff who wish to finish fifteen minutes earlier may deduct fifteen minutes from their lunch break and agree this arrangement with their line manager as their set hours. Staff may not choose to take a shorter lunch break on an ad hoc basis. Those staff claiming lieu time for working during their lunch break must do so with prior approval from their line manager. Line managers must particularly adhere to this ruling with regard to the provision of work to secretarial staff. Working through lunch should be the exception rather than the rule.
- (4) In exceptional circumstances, the Management Group will consider requests for working hours outside the above arrangements. The intention is to help staff with exceptional circumstances, for example in caring responsibilities. In each case, a request should be made in writing to the Management Group which will meet with the member of staff to explore the circumstances of their request. Any decision to vary the agreed working hours policy will be on an individual basis and will rest solely with the Management Group.
- (5) As NICVA offices close at 4.30pm on a Friday, staff may, with prior agreement, take a half hour from a one hour lunch break to enable them to finish earlier while ensuring that the actual hours worked are seven.
- (6) Leave and time off in lieu must be agreed with the appropriate line manager at least 24 hours in advance; line managers will agree leave arrangements while considering unit cover during core hours.
- (7) Staff who are unable to attend work due to illness must notify their line manager on the first day of absence, within an hour of their normal start time or by 10.00am. In the absence of their line manager, the member of staff should inform the Human Resources Officer. In the absence of both of these a Director should be informed and in their absence the Chief Executive. It is not

acceptable to leave notification of absence for leave or other reason on the answer machine or with reception or any other member of staff. The obligation is on each member of staff to ensure that they contact the appropriate person. Staff should therefore note the starting times of those staff members they may need to contact.

- (8) Line managers are responsible for informing the Human Resources Officer of absences due to illness. This includes staff coming in late or leaving the building early due to illness. Where the line manager is not available, it is the responsibility of the person who was informed to inform Human Resources.
- (9) Staff working from home outside normal working hours may claim time off in lieu in respect of hours worked provided their line manager has granted prior approval.