



PART-TIME WORKING PROCEDURE

Approved by: Human Resources Division

1. Purpose of Procedure

- 1.1 This procedure on part-time working arrangements for University of Limerick employees has been developed in the context of the University's commitment to equality and diversity and with the intention of helping employees to balance their commitments and interests outside of work with their contractual duties and responsibilities.
- 1.2 The University's part-time procedure adheres to the principles of the Labour Relations Commission's Code of Practice on Access to Part-Time Working, which implements Section 13 (5) of the Protection of Employees (Part-Time Work) Act 2001.

2. Scope

- 2.1 This procedure applies to all University of Limerick employees.

3. Definitions

- 3.1 A part-time employee is an employee whose normal working hours are fewer than those of a comparable full-time employee.
- 3.2 Part-time working can include permanent part-time work and temporary reduced working time.
 - 3.2.1 Permanent Part-Time Work
An employee whose hours of work have been permanently reduced, by mutual agreement.
 - 3.2.2 Temporarily Reduced Working Time
An employee whose hours of work have been temporarily reduced, by mutual agreement, for a defined period of time.

4. General Principles

- 4.1 The University will consider all requests for Part-time working hours arrangements. Part time working arrangements aim to maintain the operational needs of the University, ensure consistency across all arrangements and allow employees to have a better work/life balance.
- 4.2 In all cases, the decision as to whether a part-time working request may be granted will solely depend on the University being satisfied that the nature of the work which the employee is required to do is such that it can be undertaken effectively on a part-time basis and organisational efficiency will not be adversely affected by the arrangement.

- 4.3 Requests to commence temporary part-time working hours will be approved, initially for a trial period of 12 months and may be extended, for a further period of up to a maximum of 24 months.
- 4.4 Requests to commence permanent part-time hours may be made at the end of the first 12 months or up to the end of 24 months.
- 4.5 The University reserves the right at the end of the trial period or during the trial period (12 / 24 months) to revert individuals to normal full-time working arrangements where operational reasons dictate. Where this occurs, employees will be given 2 months' notice of the change. A trial period will not exceed 24 months.

5. Eligibility

- 5.1 Employees must have successfully completed their probationary period and have a minimum of two years' continuous service.
- 5.2 Part-time employees are eligible for promotions, job changes, sabbatical leave, term-leave, research leave and training and development opportunities. However, part-time employees must meet the same criteria for these opportunities as do full-time employees. For example, to be eligible to apply for sabbatical or research leave, a part-time employee must meet fully the qualifying service eligibility criteria for such leave. These entitlements will be applied on a pro-rata basis.

6. Procedure / Applicability

- 6.1 An employee wishing to avail of part-time working should submit an application, using the application for part-time working form (attached below) outlining the nature and details of the request and submit same to the Head of Department /Head of School / Manager.
- 6.2 The application will be discussed with the employee in terms of their personal needs and will be evaluated in line with the business and operational needs of the faculty / division and the need to ensure that the business/department requirements will not be adversely affected. The University will treat all requests seriously and will explore, where possible, how the request can be accommodated while being mindful that services must not be disrupted. The final decision will be at the discretion of management.
- 6.3 On considering the application the Head of Department /Head of School / Manager will submit the application with his/her recommendation to the Dean/Divisional Director who following consideration will forward the application to the Human Resources Division for final approval.

- 6.4 The decision on the application will be conveyed to the employee in writing by the Human Resources Division.
- 6.5 If an approved vacancy arises as a result of an approved part-time working arrangement, then said vacancy will be filled in line with the University's recruitment and selection procedures. Therefore, the commencement of a part-time working arrangement may be dependent on the successful filling of the vacancy, should a replacement be required.
- 6.6 In the event that an application is not agreed the applicant will receive written confirmation of this decision.
- 6.7 Where a role has been deemed suitable for part-time working, confirmation of approval will be issued and may be conditional upon the University being able to recruit to the remaining hours (if deemed necessary by the University).
- 6.8 Any part-time working arrangement will be for an initial trial period of 12 months to ensure that there is no negative impact on business and operational requirements. This may be extended by a further 12 months at the request of the University or the individual. A trial period will not exceed 24 months.
- 6.9 The individual reserves the right to return to full time hours at the end of the initial / extended trial period.
- 6.10 The individual at the end of initial trial period / extended trial period, to a maximum of 24 months, can then request to continue working part-time on a permanent basis by completing the Application for Part-Time Working form no later than 2 months before the end date.

7. Hour of Work

- 7.1 An employee's days and hours of work will be stated in his/her contract of employment. In the case of an existing full-time employee moving to part-time work, his/her contract of employment will be amended to take account of the new terms and conditions of employment.
- 7.2 It may be necessary for employees who are working part-time to attend on non-scheduled days for purposes such as training or department/faculty meetings at which all employees are required to attend.

8. Salary / Benefits

- 8.1 Salary, benefits and other relevant policies will be pro-rated to reflect the new part-time working arrangements, e.g. if an employee reduces their working time by 20% their salary and benefits are reduced by 20%.

9. Return / Move to Full Time Work

- 9.1 Employees who have worked on a part-time basis for a minimum of 12 months will automatically revert to full-time work unless they request to have the arrangement extended for a further period, not exceeding 24 months.
- 9.2 Where such an extension is granted, employees will, at the end of the approved period return to full-time work unless they request to have the part-time working arrangement approved on a permanent basis.
- 9.3 The University may, in exceptional circumstances, require the employee to revert to full-time work, where organisational and operational reasons arise, following consultation with the employee. Following consultation, employees will be given 2 months' notice of the change.

10. External Working

- 10.1 An applicant for part-time work who wishes to take up further employment outside of the University must seek written permission from the Dean/Division Head in advance of doing so. This is to ensure that there is no conflict of interest and ensure compliance with the Organisation of Working Time Act 1997. This is a condition of part time working.

**University of Limerick
Application for Part-time Working**

I, _____, wish to apply for part-time working

Position: _____

Department and Faculty /Division: _____

Nature and details of part time working arrangement including proposed commencement date:

Employee Signature: _____ Date: _____

Head of Department / School / Manager Recommendation

Approval Yes _____ No _____

Head of Department/School/Manager Signature: _____ Date: _____

Please Print Name: _____

If approval is refused please give reason:

If approval is conditional upon the University being able to recruit to the remaining hours please provide details:

Dean / Divisional Director Recommendation

Approval Yes _____ No _____

Dean / Divisional Director Signature: _____ Date: _____

Please Print Name: _____

If approval is refused please give reason:

Human Resources Division

Application in Order Yes _____ No _____

HR Approval (Signature): _____ Date: _____

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