**Flexitime Periods for 2020**

|  |  |
| --- | --- |
| **Start Date** | **End Date** |
| Monday 27-January-2020 | Sunday 23-February-2020 |
| Monday 24-February-2020 | Sunday 22-March-2020 |
| Monday 23-March-2020 | Sunday 19-April-2020 |
| Monday 20-April-2020 | Sunday 17- May -2020 |
| Monday 18-May-2020 | Sunday 14-June-2020 |
| Monday 15-June-2020 | Sunday 12-July-2020 |
| Monday 13-July-2020 | Sunday 09-August-2020 |
| Monday 10-August-2020 | Sunday 6-September-2020 |
| Monday 07-September-2020 | Sunday 04-October-2020 |
| Monday 05-October-2020 | Sunday 01-November-2020 |
| Monday 02-November-2020 | Sunday 29-November-2020 |
| Monday 30-November-2020 | Sunday 27-December-2020 |
| Monday 28-December-2020 | Sunday 24-January-2020 |

Above is a list of all the flexitime periods in 2020, the period’s rollover every 4 weeks and run from Monday-Sunday. In order to ensure your flexitime balance is correct when being carried over to a new period, please ensure the following;

* Check your clocking history via the ‘view my attendance details’ screen and confirm that you do not have any missed clocking’s, you should submit a clock time to your manager if you have not clocked in/out on a particular day.
* Any annual or flexi leave should be requested through Core Portal, this is particularly important for half-days.
* Please note you can only carry forward a maximum of 7 hours 12 minutes to the new flexitime period, if your balance is exceeding this it will be reduced when the new period commences.
* Any flexi-positive which has been worked up can be carried forward for a maximum of one flexitime period. Please see the flexitime policy for further details.

Updated flexitime manuals can be found on the Employee Self-Service section of the HR website at the following address; <http://www.ul.ie/hr/flexitime>.