**Flexitime Periods for 2024**

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| **Start Date** | **End Date** |
| Monday 25-December-2023 | Sunday 21-January-2024 |
| Monday 22-January-2024 | Sunday 18-February-2024 |
| Monday 19-February-2024 | Sunday 17-March-2024 |
| Monday 18-March-2024 | Sunday 14-April -2024 |
| Monday 15-April-2024 | Sunday 12-May-2024 |
| Monday 13-May-2024 | Sunday 09-June-2024 |
| Monday 10-June-2024 | Sunday 07-July-2024 |
| Monday 08-July-2024 | Sunday 04-August-2024 |
| Monday 05-August-2024 | Sunday 01-September-2024 |
| Monday 02-September-2024 | Sunday 29-September-2024 |
| Monday 30-September-2024 | Sunday 27-October-2024 |
| Monday 28-October-2024 | Sunday 24-November-2024 |
| Monday 25-November-2024 | Sunday 22-December-2024 |

Above is a list of all the flexitime periods in 2024, 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; [Employee Self-Service/Core Portal | University of Limerick (ul.ie)](https://www.ul.ie/hr/about-employee-self-servicecore-portal)