



**UNIVERSITY *of* LIMERICK**

**OLLSCOIL LUIMNIGH**

**PART-TIME WORKING POLICY**

**Approved by Governing Authority 26 May 2010**

# UNIVERSITY OF LIMERICK PART-TIME WORKING POLICY

## 1. Purpose of Policy

- 1.1 This policy on part-time working arrangements for University of Limerick employees has been developed in the context of the University's commitment to equality of opportunity 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 policy 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 Policy 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 fixed part-time work and temporary reduced working time.

### 3.2.1 Fixed Part-Time Work

The employee works a reduced number of hours per day, i.e. personalised hours, or fewer days per week or every alternate week. This attendance pattern must be approved by the employee's Head of Department/Manager (hereafter known as 'manager' in this policy document) and HR.

### 3.2.2 Temporarily Reduced Working Time

A temporarily reduced working time arrangement exists where the employee works reduced hours for personal reasons for a limited period of time, such as upon return to work after an illness or while he/she has caring responsibilities for a period of time, etc. The employee reserves the right to return to full-time work when ready to do so subject to operational requirements and with the agreement of his/her manager. To be considered for temporarily reduced working time, the individual must continue to attend work for an agreed number of hours each week.

## **4. Eligibility**

- 4.1 The policy on part-time working provides flexibility in working arrangements by offering employees the option of reduced working hours. All permanent and contract employees are eligible to apply for part-time work if it is considered that the nature of work they are required to do is such that it can be undertaken on a part-time basis. Part-time work is not open to employees on probation.
- 4.2 However, the move from full-time to part-time work is at the discretion of managers and is subject to an initial trial period of six months. When making the decision, managers evaluate the request in the operational context of the University while being mindful that services must not be disrupted. Such decision will be communicated to the employee within 20 working days of the application.
- 4.3 A new employee may be considered for part-time work subject to operational requirements. A new employee who is recruited for part-time work will be subject to the University probationary period as stated in his/her contract of employment.
- 4.4 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.

## **5. Hours of Work**

- 5.1 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.
- 5.2 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.

## **6. Salary/Benefits**

- 6.1 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 50% their salary and benefits are reduced by 50%.

## **7. Return/Move to Full-time Work**

- 7.1 A part-time employee who wishes to return/move to full-time work may apply in the normal way for full-time vacancies that arise. The employee should inform his/her manager in the first instance.
- 7.2 The University may, in exceptional circumstances (outside the trial period), require the employee to revert to full-time work. The University must have substantial grounds to justify requiring an employee to transfer from part-time to full-time. Where this occurs, the employee will be given one month's notice of the agreed change.

## **8. External Working**

- 8.1 An applicant for part-time work who wishes to take up further employment outside of the University must consult with his/her Dean/Division Head in advance and must confirm that there is no conflict of interest.

## **9. Applications**

- 9.1 An employee who wishes to move to part-time work must apply in writing to his/her manager using the part-time work application form (attached below for information). The manager will discuss the application with the employee in terms of the applicant's personal needs and the University's needs.
- 9.2 The suitability of an application for part-time work will be determined by objective criteria. If agreed, the form must be approved by the Head of Department/Manager, Dean of Faculty/Divisional Director and HR.
- 9.3 The University will treat all applications seriously and will make every effort to accommodate each one.
- 9.4 After the application has been processed, the employee will be informed of the manager's decision within four weeks. If the request is unsuccessful, the manager will inform the employee of the grounds for refusal.

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

I, \_\_\_\_\_, wish to apply for part-time working.

Position: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Faculty: \_\_\_\_\_

Date Commencement of Arrangement: \_\_\_\_\_

Nature and details of part-time working arrangement (to be completed in consultation with your manager):

**Approvals**

Signature: \_\_\_\_\_  
(Head of Department /Line Manager)

Date:

Signature: \_\_\_\_\_  
(Dean of Faculty /Division Director)

Date:

Signature: \_\_\_\_\_  
(HR Division)

Date: