



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem



Human
Resources

Flexi-Leave Regulations

Applicable to: All Employees

Policy Owner: HR Operations Manager, Human Resources
Division

Document History

Document Location

The most current version of this policy is available on the HR Site on Plaza. Paper copies are valid only on the day they are printed. Refer to the owner if you are in any doubt about the accuracy of this document.

Revision History

This document will be reviewed from time to time to take into account changes in legislation, organisational developments and experience of the policy in practice.

Date of this Revision:		Date of next Revision: Not yet planned
Revision Number	Revision Date	Summary of Changes
0.1	June 2015	Policy created
0.2	September 2016	Policy updated to reflect: 1. System changes 2. New practices 3. Amendment to Flexi Bandwidth

Approvals

This document requires the following approvals:

Title:	Human Resources Director
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Distribution

This version of the document has been distributed to the approvers listed above, plus:

Name:
All staff and management via Plaza
Unite Union
SIPTU Union

Human Resources Division

1. General Operating Principles

Time and Attendance Management System

The Central Bank of Ireland (the Bank) uses an online time management system (My Time) to record staff attendance and working hours. This system updates through to HR Central.

All staff (with the exception of Technical and General (T&G) staff working in the Currency Production Division (CPD) and Currency Issue Division(CID)), can register their personal attendance and working hours via My Time. For T&G staff working in CPD and CID, time and attendance is registered using wall mounted clocks and any adjustments in the event they have missed the registering of time should be updated using My Time.

My Time is an online portal which staff can use to:

- (1) Record their time/attendance (i.e. registering time for each working day);
and
- (2) Make adjustments in the event they have missed the registering of time on a particular day.

HR Central is an Employee Self Service (ESS) portal which allows staff to:

- (1) Check their current flexi leave days balance, their accrued flexi credits/debits and their annual leave balance;
- (2) Apply for leave e.g. annual leave, flexi leave, study leave etc. When an application for leave is made the system will notify the applicants line manager who will then assess the application on the system and authorise/reject based on business needs; and
- (3) View and edit their personal details and view their payslips.

Guidelines for the use of My Time can be found on Plaza under [My Time/HR Central](#).

All HRD policies and forms, can be found on Plaza under [HR on Plaza](#) .

Other absences	Staff must record all times during the working day when they are unavailable for work during the day (e.g. on lunch or at the Wellness Centre). Where a staff member works for 3 hours and 30 minutes (or less) on a given day, they are required to apply for a half-day of leave in respect of that day.
Settlement Period	Every 4 weeks (<i>see My Time/HR Central on Plaza or on your desk calendar for a break down of these dates</i>).
Flexi-hours Carryover	Credit: 10 hours maximum Debit: 8 hours maximum
Flexi leave	1 day flexi leave may be taken per settlement period, subject to the accumulation of the required hours in the previous settlement period (also subject to annual contractual allowance). For the November and December settlement periods one and a half days may be taken subject to annual contractual allowance.

3. Definitions and Regulations

3.1 Flexi Leave Entitlements

The following charts display flexi leave allowances for each grade and how these may change on promotion. Staff are broken into staff employed pre-December 2008 and those employed post December 2008. To work out your Flexi leave allowance in Chart A, start from your current position (as of July 2011) on the left and move horizontally. Flexi leave entitlement continues to be dictated by pay-grade (i.e. BP1/BP2)

Bank Professional 1/2

Staff on a BP1/2 salary grade employed pre-December 2008 will retain 14 days flexi leave, unless they opt voluntarily for ‘own time management’ working arrangements (see 3.12 - Own Time Management).

BP2 staff employed pre-December 2008 and promoted to BP1 effective on or before 31st December 2020 will phase down to a 7 days flexi leave allocation in accordance with the *transition arrangements* (as agreed between UNITE and the Bank). *Transition arrangements* mean phasing down from 14 days flexi leave to 7 days flexi leave over a 2-year period as follows: move to 12 days on promotion – 1 year later move to 10 days – 1 year later move to 7 days.

Chart A – Pre-December 2008 Staff:

	BO	BE	BP3	BP2		BP1	
				≤ 2020	≥ 2021	≤ 2020	≥ 2021
BP1						14	14
BP2				14	14	7	0
BP3			14	7	7	0	0
BE		14	14	7	0	0	0
BO	14	14	14	7	0	0	0

Chart B: Post-December 2008 Staff:

	BO	BE	BP3	BP2	BP1
BP1					0
BP2				0	0
BP3			14	0	0
BE		14	14	0	0
BO	14	14	14	0	0

Flexi Leave and Carryover

The settlement period for flexi leave is 4 weeks (*see HR Central on Plaza or on your desk calendar for a breakdown of these dates*). At the end of each settlement period an individual with credit up to a maximum of 10 hours will have this credit carried forward to the next settlement period. Any credit in excess of 10 hours is forfeited.

The credit balance carried forward may be taken as either a half day or a full day flexi leave depending on business requirements and subject to sufficient credit balance. Subject to exceptional business requirements requests to carry forward leave should be sent to HR Operations at the start of the flexi period with line manager approval in order for system adjustments to be updated.

A debit in excess of 8 hours at the end of a settlement period should be brought back to the maximum 8 hours allowable (or below) by deduction from annual leave or salary, as appropriate. In liaison with HR, staff may take a couple of months to retreat to within the maximum debit allowance.

3.2 Leave Procedures

Flexi Leave

For line managers approving flexi leave, they should ensure that the balance at the end of the previous period is sufficient to cover the leave requested, before approval is granted.

Official Business Leave (OBL)

OBL can be used by applying for OBL on HR Central.

- The leave is normally applied for by staff members who are out of the office on regular business.
- OBL can be used to cover absences for staff attending funerals of close relatives of colleagues. This should be cleared by management before staff members take leave.
- OBL can be used to cover absences for attendance at Union Committee meetings.

3.3 Illness

(Sick Leave Regulations should be read in conjunction with this section).

HRD will credit absence due to illness as full contracted hours worked, subject to the existing regulations regarding *Certified and Uncertified Sick Leave*.

Certified Sick Leave

The appropriate credit will be given on receipt of medical certificate by HR Operations.

Uncertified Sick Leave

The appropriate credit will be given upon application and approval for this leave on HR Central.

Illness at work

For a staff member who becomes ill during working hours and leaves work as a result, the following applies:-

- i. A staff member who leaves work during the morning and remains out for the rest of the day is given a credit up to 12.30pm and is required to take a half day's *Uncertified Sick Leave* for which a credit will be given upon application and approval for this leave on HR Central. HR Operations will need to be advised of this leave in order for credit to be given.
- ii. A staff member who leaves work during the afternoon is required to take a half day's *Uncertified Sick Leave* for the afternoon for which a credit will be given upon application and approval for this leave on HR Central. HR Operations will need to be advised of this leave in order for credit to be given.

Attendance at Specialist Medical Services (including Antenatal Clinics/Classes)

Upon receipt of a note certifying attendance HR Operations will update credit for this time. In the case of attendance for a series of sessions (e.g. antenatal clinic) an attendance schedule stamped and/or signed on each visit by the clinic is sufficient. A policy on Maternity Leave, Adoptive Leave and related absences is available on Plaza and should be read in conjunction with this policy.

Attendance at Medical Specialists (with the exception of antenatal clinics/classes) for all of morning or afternoon is treated as *Certified Sick Leave*. Attendance at antenatal clinics/classes will always be treated as clinic appointments.

3.4 Funerals**Funerals of Staff/Retired Staff/Close Relatives of Colleagues**

Credit for absence will be given for funerals subject to management approval in line with business operational requirements. In all cases, permission of divisional management to attend during normal working time must be obtained in advance.

3.5 Overtime

Overtime is separate from Flexible Working Hours and is not recorded on the My Time system. Overtime must be authorised by management in advance in order to meet a genuine business need and recorded separately on an overtime form

3.6 Union Committee Meetings

Attendance at such meetings during normal working hours should have the advance permission of divisional management. Union committee members attending meetings with the Bank, the Labour Court, Rights Commissioner, Conciliation etc. will be classed as being on Official Bank Leave and as such will be credited for time involved; including time spent in excess of normal working hours but only up to 19:00 hours.

Staff should apply for OBL to cover attendance at these meetings where they are in attendance for a half day or a full day. For attendance at these meetings that cannot be captured using either a half day or a full days absence, staff should record their times using My Time.

3.7 Abuses

Any abuse of the flexi leave regulations may be subject to appropriate disciplinary action.

3.8 Transfer to non-flexi leave areas

HRD will always endeavour to give staff advance notice of impending transfer to a non-flexi leave area (eg a division with no flexi leave). Such notice should enable staff to bring their time balance to nil. Where it is not possible to give adequate notice, HRD will arrange an appropriate alternative method for elimination of the balance.

3.9 Atypical workers

Staff members with atypical contracts and who have the benefit of flexi leave accrue flexi leave on a pro-rata basis as determined by their atypical contract hours. The number of flexi leave days, which can be accrued, will be calculated by reference to the maximum number of days available to full-time staff on the same grade and depending on their contract. The conditions governing the accrual of flexi leave days for full-time staff together with those relating to carry-over, leave procedures, settlement periods etc will also apply to staff on atypical contracts.

3.10 Termination of employment

Staff terminating their employment with the Bank should bring their credit or debit hours to nil by the date of leaving. Should there be a debit balance outstanding a deduction may be made from salary or annual leave.

3.11 Own Time Management

BP2 grades and above who do not have the flexi leave benefit are automatically recorded as having own time management.

BP1/2 who have flexi leave can opt to move to a zero flexi leave arrangement in return for the flexibility of 'own time management' at any stage.

The principles of own time management, which also apply to Head of Division or Head of Function, are as follows:

- BP2 staff and above are generally considered as management grades and can avail of flexibility within the working day;
- Staff on own time management are not required to record their time however they can opt to record time if they wish;

- Work objectives are the primary accountability;
- Leave must be requested from relevant management via HR Central so that accurate records of leave taken and carryover are available;
- Sick leave will continue to be entered centrally by HR staff. In this regard, all medical certificates should be submitted directly to HR Operations; and.
- Flexi leave does not apply.

The Bank reserves the right to review the above regulations to take account of business needs, changes in organisational developments and experience of the regulations, in practice.