



### Polasaí agus Nósanna Imeachta/Policies and Procedures

<b>Code</b>	QA104
<b>Title</b>	Part-time working scheme
<b>Policy Owner</b>	Director of Human Resources
<b>Date</b>	26/11/2013; Latest review date: 18/09/2023
<b>Approved By</b>	University Management Team

#### **1.0 Purpose**

University of Galway is committed to the development, maintenance, and support of a comprehensive policy of equal opportunities in employment in the University. The University has and will continue to develop policies, procedures, and practices that comply with the Universities Act 1997, Equality Employment Acts 1998-2015, and the Equal Status Act 2000-2015. In this regard the University will actively support part-time working as an equal opportunities initiative where it is reasonable and practical to do so and where operational needs will not be adversely affected.

The Part-time Working Scheme is an equal opportunities initiative and it is not the intention of the scheme to reduce the number of full-time positions.

#### **2.0 Definitions**

'Part-time working' is defined as a working arrangement of anything less than the normal full-time hours of the post.

#### **3.0 Description**

All members of staff employed in the University (other than Academic staff) will be eligible to apply to work part-time under this scheme provided they have completed two years continuous service and have successfully completed their probation period.

A staff member who applies for part-time working will be required to provide details of the purpose for which part-time working will be sought. The purpose provided will be considered in the decision making process which will have as its guiding principle the exigencies of the service. The University is committed to supporting equality of opportunity, work life balance, and family friendly initiatives and this commitment will be reflected in the decision making process.

Part-time working arrangements may vary depending on the individual's requirements and the operational needs of the School/Unit. Agreement to a reduction in hours will be in consultation with the staff member and Head of School/Unit or Line Manager. Approval for a reduction in hours and a particular part-time working arrangement will depend on the operational needs of the School/Unit and will have as its guiding principle the exigencies of the service.

Special attention may be required in the division of unsociable hours in posts and these must be agreed in advance.



#### 4.0 Responsibilities

Name	Responsibility
Director of Human Resources	Policy Owner
All Staff	Give three months' notice of intention to avail of this leave, completing the appropriate application form
Line Manager	Initial approval of leave application; Read and comply with this leave policy and ensure the leave application is reviewed and submitted to HR promptly
Human Resources Office	Final approval of leave application; Review this policy on a regular basis in light of any changes in legislation

#### 5.0 Related Documentation

- [Part-time Working Scheme application form](#)

#### 6.0 Appendix

- Appendix 1: Operating Procedures for the Part-time Working Scheme

### Appendix 1: Operating Procedure for the Part-time Working Scheme

#### 1. Duration

Members of staff may apply for a part-time working arrangement for a minimum period of one year and a maximum period of two years. At the end of the maximum two-year period the part-time worker may either apply to extend the part-time working arrangement on a permanent basis or return to full-time employment. There is no option to further extend the arrangement on a temporary basis.

#### 2. Conditions of Service

##### a) Pay

For each grade in which part-time working arrangements exist, the staff member will be paid on a pro-rata basis for the hours worked on the appropriate pay scale.

##### b) Increments

Participants of this scheme will qualify for increments under the same procedures as full-time staff.

##### c) Annual Leave

Entitlement to paid annual leave will apply on a *pro-rata* basis.

##### d) Public Holidays and Concession days

Staff working on a 'split week' (or similar) are entitled, in respect of any public holiday on which they would not have been scheduled to work, to paid time off within one month of the public holiday. Payment will not be made in lieu of untaken public holidays or annual leave days except in the case of cessation of employment. For public holidays on which they would normally have been scheduled to work, they will continue to receive a full day's pay. There is no change under the Organisation of Working Time Act, 1997, in respect of staff who work a half-day, so they will continue to receive a half-day's pay for each public holiday.

##### e) Sick Leave/Maternity Leave

Entitlement to sick leave and maternity leave is equivalent to the entitlements applicable to full-time staff. Sick leave will be granted on a pro-rata basis in accordance with the University's Sick Leave/Occupational Sick Pay Scheme. Full details available from the Human Resources Department or via their website.



**f) Pension**

Part-time workers will be eligible for the same pension entitlements on a pro-rata basis as full-time staff. Pensionable salary will be based on full-time salary. Refer to the Pensions Officer of the University.

**g) Purpose of Part-time Working**

The part-time working scheme is an equal opportunities initiative. It is a condition of the scheme that individuals, during the period of their service in a part-time capacity, will not engage in any form of employment that would be in conflict with their service to the University.

**h) Temporary Return to Full-Time Working**

In exceptional circumstances the Head of School/Unit may require the individual part-time worker to resume duty on a full-time basis for a temporary period, e.g. for the purpose of attending a specific training course, or out of time meetings. This provision will not be used unreasonably. The part-time worker will not be requested to temporarily return to duty to provide cover, short-term sick, or annual leave for other colleagues. The staff member concerned would be treated as full-time in all respects for the duration of their assignment.

### **3. Return to Full-Time Employment**

An individual, after working part-time for a maximum period of two years will return to their full-time post unless they apply and obtain approval to extend their part-time arrangement on a permanent basis.

In exceptional cases (e.g. in the event of an unforeseen change in circumstances) a part-time worker may return to work full-time before the expiry of their agreed part-time arrangement. In this case an individual wishing to return to full-time employment must submit a request in writing to Employee Relations, Human Resources Office, copied to the Head of School/Unit at the earliest possible opportunity, but at least three months notice is required.

Return to full-time employment is subject to:

- a) A suitable vacancy in the individual's former grade being available on the date of return or at the earliest possible opportunity.  
OR
- b) If the part-time arrangement is found to be unsatisfactory, part-time workers may be obliged to resume full-time work. This decision will be taken by the Head of School/Unit in consultation with the Employee Relations Manager.

For the purposes of reckonable service (insofar as it affects qualifying service for purposes other than pay and pension) credit will be given on the same basis as full-time service.

### **4. Application and Approval Process**

Applications to work part-time must be made via the [part-time working scheme application form](#).

The application must be approved and signed by the Head of School/Unit in the first instance and submitted to Employee Relations, Human Resources Office for final approval.

Agreement to part-time working should not be unreasonably withheld however should a Head of School/Unit indicate that the operational requirements of their School/Unit might be adversely affected by granting a part-time working request, the Head of School/Unit will be required to outline the reasons for refusal and submit them together with the application form to Employee Relations. Applications from Researchers may be subject to additional approval from the funding agency. It must be noted that not all part-time working patterns may be viable in the context of certain posts.



All requests to work part-time will normally be processed within three months from receipt of application. In some cases the start date of the part-time working arrangement may not be confirmed until the ensuing vacancy arising from the reduction in hours (where applicable) has been filled.

Staff members who reduce their hours under the part-time working scheme are entitled to revert to their full-time post after a two year period. Where a viable temporary vacancy arises as a result of an approved two year part-time working arrangement cover will automatically be provided. Managers should contact the Human Resources Office to have the vacancy filled. The post will be filled through the normal recruitment channels.

Applications for an extension to a permanent part-time working arrangement must be made in writing to Employee Relations, at least three months before the end date of the original temporary arrangement. The decision to grant an extension on a permanent basis will be made by the Head of School/Unit in consultation with the Employee Relations Manager. The decision to grant an extension on a permanent basis may be subject to approval from the CSSPG/Priorities to fill the ensuing vacancy where applicable.

Where a vacancy arises as a result of an approved permanent part-time application, approval to fill the vacancy must be obtained from the CSSPG/Priorities, following usual procedures, subject to confirmation of School/Unit headcount and budget and that the School/Unit is operating within an approved staffing plan. The post will be filled through the normal recruitment channels.

Should an applicant wish to appeal a decision on the grounds of procedures or unfairness, they may do so to the Director of Human Resources.

## **5. Review of Operation of the Scheme**

The operation of the scheme will be reviewed every three years.