



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Flexible Working Policy

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Introduction

Our Strategy commits to delivering a future working model that creates a flexible, collaborative and integrated working environment, enabling our vision to be a fulfilling workplace for our people.

It is essential that we continue to enhance the support and flexibility available to colleagues in how, where and when they work. To this end, we support a range of flexible working options for our people, at times moving beyond legislative requirements and aligning more to broader best practice and the diverse needs of our people.

Whilst colleagues are typically required to work within normal working hours, or as per their employment contract, flexibility may be required within the normal working day and can be supported by flexi-time (where applicable) or Own Time Management subject to Managerial agreement and ensuring continued business delivery.

Colleagues can also accrue time off (in addition to the suite of Leave available in the Central Bank) in the form of flexi-leave or Time off in Lieu when working either in the office or from home.

We also recognise that some colleagues may seek to avail of an A-typical working arrangement (through accessing a part-time or job sharing arrangement) and will endeavour to facilitate where business and broader team requirements can continue to be met.

For the purposes of this policy:

Part-Time Working refers to colleagues whose normal hours of work are less than those of a comparable full-time employee.

Job-sharing refers to a working arrangement where two employees share the duties, responsibilities and rewards of a single full-time job, each working approximately half the normal hours associated with the full-time role and with both individuals being jointly responsible for the entire role requirements.

This policy aligns to Civil Service Circular 14/2022: Revision of Working Hours in the Civil Service. See Appendix 1 for practical information on A-typical arrangements.

Purpose

The purpose of this policy is to set out the options available to colleagues in respect of the below and how these may apply.

Flexi-time and Flexi-leave
Own Time Management & Time off In Lieu
A-typical Working

Scope

This policy applies to all Bank employees.

Policy Statement

Flexi-time and Flexi-leave – Key Points

- Eligible colleagues can avail of flexibility in the working day (flexi-time) subject to agreement with management and in line with business needs;
- The flexi bandwidth each day is between 07:00-19:00;
- During the flexi bandwidth colleagues can accrue time (i.e. flexi-time) in a four week 'flexi-period' which may be taken as time off (i.e. flexi-leave) in the subsequent four week flexi-period;
- This can equate to a maximum of 1 / 1.5 day(s) and is subject to the required time being accrued in the prior four-week period;
- Colleagues may carry-over a maximum of 10 hours to the next flexi-period (maximum of 12 hours for the November and December periods) and any time accrued beyond this limit will be forfeited;
- All flexi-leave requests must be approved by line management, in advance of being taken, and then submitted on My Time;
- Colleagues may decide to move from flexi-time/ flexi-leave to Own Time Management, if they consider it better suits their personal flexibility

requirements, and should discuss/ agree this with their line manager and subsequently engage HR Support to make the necessary system amendment;

- In general, colleagues in roles at ‘Managing & Developing’ level/ grade (i.e. BP2) won’t have the facility to avail of flexi-time and flexi-leave unless they retained it under the relevant provisions of the Atlas Agreement. This also applies to colleagues who may be acting up to this level;
- Should these colleagues (at ‘Managing & Developing’ level/ grade) elect to move to Own Time Management they cannot revert to flexi-time/ flexi-leave whereas those at ‘Delivering & Co-Ordinating’ and below can seek to reverse this request subject to agreement with their line manager. HR Support should be contacted to make the necessary system amendment;
- Colleagues with the facility to accrue flexi-leave must enter their start, break and finish times each day on HR Central both to record their attendance and ensure they have accrued the required additional time to take flexi-leave;
- Whilst colleagues at Managing & Developing role band (BP2) and above, who do not have the facility to accrue flexi-leave, are not obliged to register their attendance they can opt to do so if they wish. The expectation for these colleagues is to manage their attendance in line with business needs;
- In line with the Organisation of Working Time Act 1997, colleagues are obliged to take a minimum 30-minute lunch break ideally at the mid-point, or as soon as practicable, and not at the end of the working day;
- As per the terms and conditions of employment colleagues are encouraged to take a one-hour lunch break each working day;
- In the main, flexi-time will accrue where colleagues work in excess of their contracted working hours i.e. 09:00-17:00 (Monday to Friday);
- From time to time, employees may be required to work outside of their normal working hours to meet business needs and, for those eligible, overtime payments may apply;
- Where overtime payment is received for additional hours worked the additional time cannot accrue (for flexi-time purposes) and should not be entered on HR Central;
- In the event that colleagues are unable to avail of flexi-leave, for business reasons, they may (on an exceptional basis and subject to advance line management approval) carry this into the next flexi-period. Please contact HR Support to arrange this;

- Colleagues are required to ensure their time and attendance is accurately recorded on HR Central each day. In the event that colleagues have not worked their contracted hours, and their HR Central profile is displaying a negative flexi-time balance at the end of a flexi-period, this must be rectified within a reasonable timeframe (as agreed with HR and/ or management);
- Failure to address this may result in a deduction from pay or annual leave and such a deduction will not impact on colleague's entitlements under the Organisation of Working Time Act, 1997;
- Colleagues will not receive any benefit in lieu of untaken flexi-time/ flexi-leave when leaving their employment with the organisation (including through retirement). Where they have a negative flexi balance a deduction may be taken from their pay or annual leave to address this; and
- Eligible colleagues working A-typical arrangements (i.e. those in part-time working and/ or job-sharing arrangements) may accrue flexi-leave on a pro-rated basis by reference to their full time equivalent.

Own Time Management – Key Points:

- Own Time Management (OTM) enables greater flexibility for colleagues who are ineligible for flexi-time/ flexi-leave;
- It provides flexibility in the working day, including start and finish times (depending on the business and/or employee needs), and places greater emphasis and value on delivery and output rather than hours recorded;
- Colleagues on an OTM arrangement can agree to take time off in lieu (TOIL) with their line manager for a full or half day and the reference period for taking TOIL should operate in a similar way to flexi-leave i.e. maximum of one day every four weeks; and
- TOIL is typically earned through time committed, delivery and/or output and colleagues availing of this taking TOIL should, following agreement in advance with their line manager, record a standard day on HR Central.

A-typical Working – Key Points

- All A-typical working arrangements in the Central Bank adhere to the principles of the Code of Practice on Access to Part-Time Working and those of the Protection of Employees (Part-Time Work) Act 2001;

- The Central Bank is committed, where feasible, to supporting and/ or facilitating requests from colleagues for A-typical working;
- The Central Bank is also committed to considering role profiles, when vacancies arise, and seeking opportunities to re-define roles (where feasible) to support A-typical arrangements. In these circumstances the options available will be outlined in the recruitment process;
- The expectation will be that requests for A-typical working can and should be explored by Divisional management will explore taking into account the requirements of the role and (potential) impact on the wider team and business;
- There is no automatic right to flexible (Atypical working) and there may be circumstances where the request cannot be facilitated;
- Whilst line managers will have discretion for considering applications for A-typical working the Head of Division will be responsible for approving/ refusing the request;
- Employees working A-typical arrangements will be expected to fulfil the requirement of 50% onsite attendance (pro-rated to their working hours, i.e. 0.8, 0.6 etc.) as per the Hybrid Working policy; and
- In certain circumstances, due to absence cover or other business needs, those with A-typical arrangements may be required to return to full-time working hours, or change their working schedule on a temporary basis, and should this be required the Central Bank will endeavour to provide as much notice as is reasonably practicable.

Settling in period

- Any move from a full-time to A-typical arrangement (i.e. part-time working/ job-sharing) will be for an initial trial period of six months. In the interests of transparency, the metrics used will be shared with colleagues with feedback sought throughout the 6 month period;
- Following the six month trial period the arrangement will be reviewed by the line manager to ensure there are no negative impacts on business requirements; and
- If deemed suitable to continue, following the initial trial period review, the A-typical arrangement will be reviewed on an annual basis.

Pay and benefits

- Employee's remuneration and all applicable statutory and organisational benefits (e.g. sick pay, pension etc.) will be pro-rated to reflect the A-typical arrangement;
- Annual leave and public holiday benefits will be pro-rated and calculated in accordance with the provision of the Organisation of Working Time Act 1997; and
- For those eligible for Overtime payments; overtime premia will not apply until an individual employee has worked, with the agreement of their line manager, in excess of the equivalent full-time hours in any day or week and will be subject to the approval process outlined in the Overtime policy.

Promotion and training opportunities

Colleagues on A-typical arrangements will continue to be eligible for all promotion, learning and development etc. opportunities.

Reversion to full-time working

- Employees on part-time working/ job-sharing arrangements may request to resume to full time working but will not have an automatic right to be facilitated;
- In these circumstances colleagues must initially engage with their line manager to discuss the feasibility of their request;
- All requests will be assessed objectively, against organisational (and/ or business) requirements, and the approved Directorate/ divisional complement plan. The outcome of this request (i.e. facilitate, offer alternative or decline) will be advised in writing;
- If facilitated the line manager will be responsible for advising HR Support (via email: hrsupport@centralbank.ie) that their team member is moving to full-time working (including details on when this change will take effect);
- Requests to swap job-sharing partner may also be considered and should be discussed in the first instance with the relevant line manager.

Impact on Job-sharing arrangement in the event of one partner moving role/ resigning

In the event that one of the job-sharing parties decides to move role or leave the Central Bank reserves the right to:

- seek to source/ recruit a new job-sharing partner;
- transfer the remaining colleague from job-sharing to part-time working (if business needs can continue to be met);
- engage with the person in relation to (potentially) arranging a transfer to a new team/ division where an A-typical working arrangement can continue to be supported; and
- return the person to full-time working on either a permanent or temporary basis.



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