

PSSA – Working Hours – Administrative Staff

In accordance with the PSSA [Haddington Road Agreement] the number of hours worked by administrative staff in the University must increase from 1 July, 2013 by 2 hours 15 minutes per week to 35 hours and 10 minutes.

Default Option

Grade	Morning	Lunch	Afternoon	Day(s)/Months	TICK
Administrative Staff	9.00am - 1.00pm	1.00pm – 2.00pm	2.00pm – *5.10pm	Monday	
	9.00am - 1.00pm	1.00pm – 2.00pm	2.00pm – 5.00pm	Tuesday - Friday	

Alternative Option

Grade	Morning	Lunch	Afternoon	Day(s)/Months	TICK
Administrative Staff	9.15am - 1.00pm	1.00pm – 1.45pm	1.45pm – *5.10pm	Monday	
	9.15am - 1.00pm	1.00pm – 1.45pm	1.45pm – 5.00pm	Tuesday - Friday	

Please select one of the two options above by ticking the box. From Thursday 11 July 2013, all staff must work the Default Option above unless this form is filled and signed and returned to the Head/Manager. All administrative staff must fill, sign and return this form no later than Friday, July 19th or immediately on return if currently on annual leave

If, in agreement with your Head/ Manager, an alternative to Monday afternoon [another afternoon, morning or lunchtime] is selected to work the additional 10 minute period please indicate below what has been agreed:

It is agreed that the additional 10 minutes will be worked: _____

Signed: _____ Date: _____

Head/Manager _____ Date: _____