

## **Remote Working FAQ's**

**Minimum On-Campus Requirement:** Fully remote working is not allowed. Staff must be on campus at least two days per week.

**Agreement of Remote Working Arrangements:** Discussed and agreed with Line Manager based on role, experience, supervision needs, and performance standards.

**Working Hours:** Normal hours are 09:00 – 17:00. Any changes must be agreed upon and recorded.

**Manager Requests:** Managers can ask staff to attend UCC on remote working days based on operational needs.

**Changing Working Patterns:** Requires manager approval.

**Short Notice Attendance:** Staff may need to attend the workplace at short notice due to service needs.

**Effective Communication:** Staff must remain engaged and responsive, whether working remotely or on-campus.

## Flexible Working for Caring Purposes FAQ's

### What is a Compressed Working Week?

A compressed week means you work your full-time hours over **fewer days**.

Example:


- Instead of 5 x 7-hour days (35 hours), you may opt to work 4 x 8.75-hour days.

You still work full-time hours — just across fewer days.

### How does Compressed Working Affect my Annual Leave?

The **number of leave days** adjusts to reflect your new schedule.

- Your annual leave entitlement for example is currently 26 days working 35 hours a week (7 hours per day,  $26 \times 7 = 182$  hours)
- But since you now work **4 days per week**, your **annual leave entitlement = 20.8 working days** ( $35 \text{ hours} = 4 \text{ days} \times 8.75 \text{ hours per day}$ )  $182 / 8.75 = 20.8$  working days

 Important: You're **not losing leave** — you're just taking **fewer days off**, because each one is longer.

### Compressed Working Week example:

The hours of duty for a particular staff member is 35 hours per week (as per their contract). Standard working hours were from 9am to 5.00pm, Monday to Friday, with 60 minutes for lunch daily (unpaid).

As per the Organisation of Working Time Act, a 15 minute break must be taken when you have worked more than 4 ½ hours and a 30 minute break must be taken when you have worked more than 6 hours.

The staff member's schedule may look like this, where agreed with the relevant Line Manager, as they have proposed to not work on Fridays

Monday	Tuesday	Wednesday	Thursday	Friday
Start time: 8.00am	Start time: 8.00am	Start time: 8.00am	Start time: 8.00am	Start time: N/A

Break start: 12.30pm	Break start: 12.30pm	Break start: 12.30pm	Break start: 12.30pm	Break times:
Break end: 1.30pm	Break end: 1.30pm	Break end: 1.30pm	Break end: 1.30pm	End time:
End time: 6.00pm	End time: 6.00pm	End time: 6.00pm	End time: 5.00pm	Hours per day: OFF
Hours per day: 9hrs total	Hours per day: 9hrs total	Hours per day: 9hrs total	Hours per day: 8hrs total	
Total hours: 35 hours per week  (full time contracted hours, 35 hours with 60 minutes for lunch daily)				