

Department of Engineering

Recording Work Time and Leave Policy for Assistant Staff (Administrative, Technical and Manual)

1. General Information

Working Hours and Leave Entitlement

	Hours per week	Leave Entitlement	Leave Year
Admin Staff	37.25	40.50	1 October to 30 September
Technical	37.75	43.50	1 October to 30 September
Manual	37.25	40.50	1 October to 30 September

	Overall Hours		Core Hours				Exceptions
	Start	End	Start am	End am	Start pm	End pm	
Admin Staff	08.00	18.00	09.30	12.30	14.30	16.30*	*16.00 on Friday
Facilities – Canteen	08.00	16.30	n/a	n/a	n/a	n/a	Fixed hours
Facilities – Reception	08.00	16.00	n/a	n/a	n/a	n/a	Fixed hours
Facilities – Site Maintenance	08.00	17.30	09.30	12.30	14.30	16.00	
Utilities – Cleaner /Porters	Mon to Weds 6.30 to 14.45 Thurs 6.30 to 14.30 Fri 6.30 to 13.00						Fixed hours
Workshop/ Laboratory Technicians	08.00	18.00	09.30	12.30	14.30	16.00	Subject to fulfilling the role and as agreed with your line manager.
ICS Technicians	08.00	18.00	09.30	12.30	14.30	16.00	As agreed with your line manager.
Stores	08.00	16.30	08.00	13.00	13.30	16.30*	Stores opening hours (fixed hours): Monday-Thursday: 8.00 - 16.30 (closed for lunch between 13.00-13.30) *Friday: 8.00 - 16.00 (closed for lunch between 13.00-13.30)

Hours worked outside these times may be liable to overtime payment with the pre-approval of your line manager.

Long Service Leave

Years Worked	9 Years	12 Years	15 Years	18 Years
Extra days	1 day	2 days	3 days	4 days

Staff will qualify for long service days in the year in which the threshold is passed.

2. Centaur

User's homepage - <http://www.eng.cam.ac.uk/app/ts/session/homepage>

Email: hr-office@eng.cam.ac.uk

Updating Centaur

- Please check your work hours by visiting the link 'View work hours' on your homepage, the leave balance is available via the 'Leave' tab.
- Frequently Asked Questions can be found at: http://www.eng.cam.ac.uk/centaur/clerical_faqs.html
- Further Help can be found at: - <http://www.eng.cam.ac.uk/centaur/clerical.html>

Flexitime

- Centaur keeps track of the hours worked and flexitime leave taken and advises if too much or too little flexitime is being accrued. Centaur Line Managers need to monitor this and ensure that people keep within the limits.

Administrators

- The flexi-time scheme does not apply to part time staff.
- Hours can be booked between 08.00 and 18.00. Any hours worked outside these times may be liable to overtime payment with the pre-approval of your line manager.
- The core hours, during which attendance is mandatory, are 09.30 to 12.30 and 14.30 to 16.30 Monday to Thursday and 09.30 to 12.30 and 14.30 to 16.00 on a Friday.
- A maximum flex balance of no more than 10 hours can be carried forward at the end of each month for administrators. A maximum debit balance of 5 hours is permitted in any one month and should be paid up i.e. be nil by the end of the month. In any calendar month excess carry-over time may be compensated for by time off up to a maximum of one standard day of 7 hours 30 minutes, or two half standard days of 3 hours 45 minutes, provided 24 hours notice is given.
- No time can be carried forward for more than one calendar month for administrators.

Technicians

- The flexi-time scheme does not apply to part time staff.
- Carry-over time shall not exceed +10 and -5 hours for any one week. This may be either less than the standard week of 37 ¾ hours or in excess, and will take account of the carry-over time from the previous week. In any four week period excess carry-over time may be compensated for by time off up to a maximum of one standard day of 7 hours 33 minutes, or two half standard days of 3 hours 46 minutes, provided 24 hours notice is given. (If teaching commitments do not allow this a further 4 weeks extension may be permitted).

Manual Staff

- Centaur will be rolled out to manual staff in September - October 2016.
- The flexi-time scheme does not apply to manual staff.
- All queries should be referred to the Secretary of Department (Admin & HR) at: hr-office@eng.cam.ac.uk

Booking / requesting leave

- All leave (Training, Sick, Annual, Special ...) must be submitted and accepted by a Centaur line manager before a sheet can be accepted. Acceptance will happen when the manager accepts the sheet;
 - Local policy is that holidays are to be accepted in advance and in all cases the minimum notice period is, for example, four weeks for two weeks' holiday and two days for notice for one day of leave etc.

Leave will be displayed on the attendance sheet either in an accepted or requested state. Leave can be booked by visiting the Leave tab. When leave is booked, Centaur sends an email to the Centaur line manager specified on the leave request page.

Special Leave

The University have introduced a new type of Special Leave – paid Emergency Leave for emergencies involving dependants.

Normally up to 5 working days' paid leave will be granted in any rolling 12-month period (with a limit of 2 working days' paid leave permitted on any single occasion):

- To deal with an unexpected disruption or breakdown in care arrangements for a dependant, for example, when a childminder is unavailable; or when a nursery or school is unexpectedly closed.
- If a dependant falls ill, gives birth or has been involved in an accident or suffers some form of assault or harm.
- To make appropriate care arrangements for a dependant who is ill, injured or in need of other forms of significant emergency care.
- To deal with an incident or emergency involving an employee's child while they are at nursery, school or college.

The 5 working days' paid leave entitlement above will be pro-rated for part-time employees.

More information can be found at:

<https://www.hr.admin.cam.ac.uk/policies-procedures/special-leave-policy/statement-policy>

Following this change in the Special Leave Policy the IT Team have made changes to Centaur. The 'C - Compassionate Leave' has been replaced by 'P - Special Leave' so staff could use it for all types of Special Leave.

Using the leave booking page ('Leave' tab) – booking leave

1. Select month either by title of month displayed or from the left-hand, right-hand lists.
2. Select the half days you wish to take as leave (leave is booked in half day quanta).
3. Click on the type of leave you wish to request.
4. Repeat for further months you wish to book leave for and for different types of leave.
5. Once you are happy notify a Centaur manager by selecting their name from the provided select list and click 'Notify supervisor(s)'.
6. The selected Centaur managers will receive an email containing the request and will be provided with links to accept/reject the leave.

Using the leave booking page – removing leave

- Month by month select the accepted / submitted days and click 'remove leave'. Leave can be removed without the need to request permission from a Centaur line manager.

Leave Balance

- The balance at the top of the leave page shows the number of days leave left which have not been submitted or accepted or are pre allocated statutory days. Days off in Lieu do not affect the leave balance; management of the balance of this type of leave is external to Centaur. You may not carry leave forward from one leave year to the next. If in special circumstances you have been unable to take all your leave by the end of the leave year your Head of Institution may give you permission to take the balance during the following three months.

Attendance sheet

- The link provided on the homepage or via the 'Timesheet' tab of Centaur (<http://www.eng.cam.ac.uk/app/ts/session/ts> will forward to the current week's timesheet).
- To bookmark this page, first bookmark the page that is loaded, then in Mozilla right click on the bookmark select 'properties' and edit the location URL to remove the text after session/ts (week/....) and save.

Entering data into the sheet.

- Users must round their in-out times to the nearest quarter hour. Times are entered in hh: mm or hh.mm. Where a decimal place is inserted it will be converted to a colon e.g. 3.50 will be converted to 3:50 Where there is a missing minute a leading zero will be applied i.e. 3:5 is 3:05 NOT 3:50.
- Sheets must be completed and accepted in order.
- No cropping of flexi times will be made across the monthly border, Centaur line managers are expected to manage over balances.
- Where an incomplete sheet has been automatically submitted the Centaur line manager is able to reject / send days back to be edited or they can fill the sheet in on your behalf.
- You are able to insert leave into the attendance sheet by using the codes displayed.
- Your Centaur line manager still needs to accept these before they can accept the sheet

Appointments

- If you attend a medical or dentist appointment, enter the number of hours and minutes your appointment took in the appointments box. Where your appointment is over two hours Centaur will deduct the appointment time minus two hours. When inserting an appointment insert the time you would have left or arrived at work (this means contractual working hours for the day). Appointments over two hours will start subtracting from the daily balance. Times taken for appointments are to be rounded to the nearest quarter hour. Please note no flexi time can be accrued on that day. Fill in the projects section where required to do so.

Current users of centaur (users required to fill in research council sheets).

- Continue to use the project section of the sheet as before (this section requires your full hours to be accounted for).
- Monthly project hour's sheets will not become acceptable by the PI / relevant line manager until all the weekly sheets have been accepted by the Centaur line manager.
- You will no longer be presented with a submit button instead your sheet will be automatically submitted overnight on the following Monday (giving you Monday to enter missing data)
- Your Centaur line manager will be able to create further projects to assign your time against but a number of generic 'admin support' projects should already be available.
- Your cards must be up to date by switch over as automatic submission will start occurring.