***Proposal for the introduction of an optional ‘9 day fortnight’***

We are proposing the introduction of a ‘9 day fortnight’ work pattern for NDCN staff in an effort to promote a positive work-life balance.

If working to a ‘9 day fortnight’, a member of staff works longer hours for 9 days and takes the tenth day off (examples below)

The ‘9 day fortnight’ initiative will be given as an option which can be taken up as a permanent work pattern or can be enjoyed at times of low activity (i.e. during the summer months). It is anticipated that the scheme will be more attractive to administrative and technical staff (i.e. those who usually work 9 to 5 and have to be present in the office).

Any member of staff interested in working to a ‘9 day fortnight’ must first seek agreement from his/her line manager. Line managers must arrange for there to be adequate cover in the office if more than one member of the team wishes to take up the ‘9 day fortnight’. If the scheme is approved, HR will provide guidance notes for managers and staff and will advise on a case-by-case basis.

If approved, this initiative will contribute to our efforts to improve flexibility in the work place. This is an important factor for Athena Swan submissions.

Examples:

37.5 hours per week / 7.5 hours per day / 75 hours in two week.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Start time | Unpaid Lunch break | Finish time | Hours worked | Hours accrued |
| Monday | 1 | 8.30 | 30 min | 5.30 | 8 h 30min | 1h |
| Tuesday | 2 | 8.45 | 30 min | 5.30 | 8 h 15min | +45min = 1h 45min |
| Wednesday | 3 | 8.45 | 30 min | 5.30 | 8 h 15min | +45min = 2h 30min |
| Thursday | 4 | 8.45 | 30 min | 5.30 | 8 h 15min | +45min = 3h 15min |
| Friday | 5 | 8.30 | 30 min | 5.30 | 8 h 30min | +1h = 4h 15 min |
| Sat |  |  |  |  |  |  |
| Sun |  |  |  |  |  |  |
| Monday | 6 | 8.30 | 30 min | 5.30 | 8 h 30 min | +1h = 5h 15min |
| Tuesday | 7 | 8.45 | 30 min | 5.30 | 8 h 15 min | +45min = 6h  |
| Wednesday | 8 | 8.45 | 30 min | 5.30 | 8 h 15 min | +45min = 6h 45min |
| Thursday | 9 | 8.45 | 30 min | 5.30 | 8 h 15min | +45min = **7h 30min** |
| Friday | 10 | DAY OFF |

PTO

36.5 hours per week / 7.18 hours per day / 73 hours in two weeks

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Start time | Unpaid Lunch break | Finish time | Hours worked | Hours accrued |
| Monday | 1 | 8.45 | 30 min | 5.30 | 8 h 15 min  | 57min |
| Tuesday | 2 | 9.00 | 30 min | 5.30 | 8 h  | +42min = 1h 39min |
| Wednesday | 3 | 9.00 | 30 min | 5.30 | 8 h  | +42min = 2h 21min |
| Thursday | 4 | 9.00 | 30 min | 5.30 | 8 h  | +42min = 3h 3min |
| Friday | 5 | 8.45 | 30 min | 5.30 | 8 h 15min | +57min = 4h |
| Sat |  |  |  |  |  |  |
| Sun |  |  |  |  |  |  |
| Monday | 6 | 8.45 | 30 min | 5.30 | 8 h 15 min | +57min = 4h 57min |
| Tuesday | 7 | 9.00 | 30 min | 5.30 | 8 h  | +42min = 5h 39min |
| Wednesday | 8 | DAY OFF |
| Thursday | 9 | 8.45 | 30 min | 5.30 | 8 h 15min | +57min = 6h 36min |
| Friday | 9 | 8.45 | 30 min | 5.45 | 8 h  | +42min = **7h 18min** |

The Committee is asked to consider:

1. Whether it wishes to endorse the proposal;
2. Whether the scheme should be open to all staff or whether it should be limited to certain groups only.