Working time - employee guidance

The working time of employees in the UK is governed by the Working Time Regulations which provide:

* A period of rest (minimum 20 minutes) within a shift that lasts 6 hours or more: for most people this will be a lunch break
* Daily rest of at least 11 hours between shifts
* Weekly rest of at least 35 hours (which includes 11 hours daily rest): this may be averaged over a two week period

The above rest periods are unpaid.

Furthermore, the Regulations provide for a minimum of 20 days paid leave a year, plus 8 bank holidays; 28 days leave a year (for full time staff). Of course, University leave is more generous than the statutory minimum: see the [guidance on annual leave](https://collaborate.bham.ac.uk/hr/DocumentCentre/_layouts/15/DocIdRedir.aspx?ID=HRDOC-337-1017).

If you will be working more than 48 hours a week, averaged over a 17 week period, you should first discuss this with your manager and, if appropriate, complete an [opt-out form](https://collaborate.bham.ac.uk/hr/DocumentCentre/_layouts/15/DocIdRedir.aspx?ID=HRDOC-337-1096).

Further information about the Working Time Regulations is available at <https://www.gov.uk/rest-breaks-work> and <https://www.gov.uk/maximum-weekly-working-hours>

Please also see [guidance on Flexible working](https://collaborate.bham.ac.uk/hr/DocumentCentre/_layouts/15/DocIdRedir.aspx?ID=HRDOC-337-452)

# For support staff

Full time Support staff are paid for 1872 hours a year (equivalent to 36 hours a week):

* 1584 worked hours
* 180 hours elective leave (25 days)
* 108 hours bank holidays and closed days (15 days)

Part time Support staff hours are pro rata to those of full time staff.

Hours and days of work are as agreed with the head of school or budget centre, and may be varied by mutual agreement.

Heads of school or budget centre may ask members of staff to work outside the working days or working hours specified in the letter of appointment and, where appropriate, overtime or time off in lieu will be offered in return.

Please see [guidance on overtime](https://collaborate.bham.ac.uk/hr/DocumentCentre/_layouts/15/DocIdRedir.aspx?ID=HRDOC-337-1015).

# For academic and related staff

Full time non-clinical academic and related staff are paid for 1950 notional hours a year (equivalent to 37.5 notional hours a week):

* 1650 notional worked hours
* 187.5 hours elective leave (25 days)
* 112.5 hours bank holidays and closed days (15 days)

Part time hours are pro rata to those of full time staff.

No overtime is payable.

# Clinical Academic Staff

Full time clinical academic staff are paid for 2080 notional hours a year (equivalent to 40 notional hours a week):

* 1760 notional worked hours
* 200 hours elective leave (25 days)
* 120 hours bank holidays and closed days (15 days)

Part time hours are pro rata to those of full time staff.

No overtime is payable.