



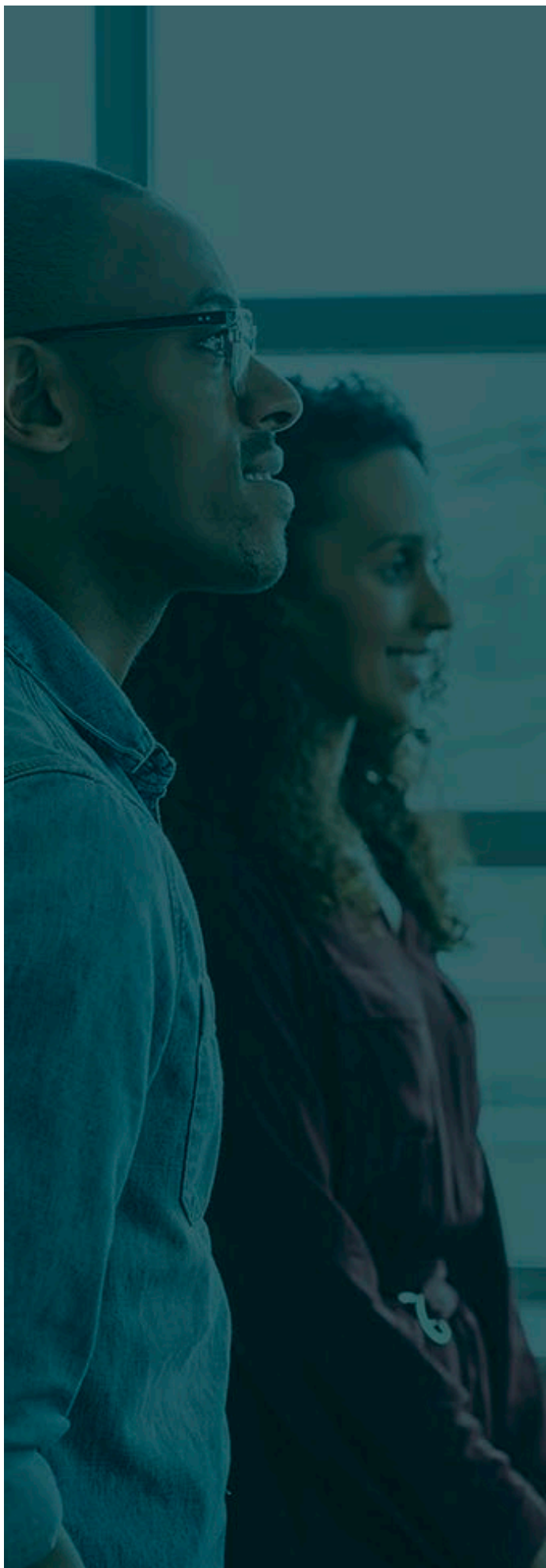
**etbi**  
Education and Training  
Boards Ireland  
*Boird Oideachais agus  
Oiliúna Éireann*

# TIME AND ATTENDANCE

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## POLICY

*For all staff in  
Education and  
Training Boards  
Ireland*



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## Time and Attendance Policy for all staff in Education and Training Boards Ireland

This policy must be brought to the attention of all staff in the employment of ETBI including those on approved leave of absence.

Any queries in relation to the Time and Attendance policy should be communicated to [internalpolicies@etbi.ie](mailto:internalpolicies@etbi.ie) in the first instance.

Document Reference Number	HR004 – Time and Attendance Policy
Implementation Date	1st January 2019
Review Date	<b>Revised 13<sup>th</sup> Oct 2022</b>
DES Circular Letter	Based on • F57/89 as modified by 56/2014 and the Haddington Road Agreement • CL71/2017 Adapted for application in ETBI
Date approved by ETBI Board	January 2019

## I. PURPOSE

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Education and Training Board Ireland (ETBI) requires all its people to maintain a time and attendance record. Our people should record actual hours worked and other paid/unpaid time off via the assigned time keeping system, Zoho People.

The purpose of this policy is to regulate the procedure for attendance and to apply consistent standards throughout the organisation.

## 2. ETBI OFFICE OPENING TIMES

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ETBI will be open to the public as follows:

09:00 to 17:00      Monday to Thursday

09:00 to 16:00      Friday

13:00 to 14:00      Closed for lunch.

The window of time when employees may fulfil the hours of their contract are:

**07:30 to 18:30      Monday to Friday**

This window of time can be used to attend medical appointments that cannot be scheduled outside of working hours.

### **General Hours Attendance**

Latest check in 10 am and earliest check out 4.30pm

Monday to Thursday

Friday the earliest check out is 4pm.

Attendance outside of these hours may only occur in exceptional circumstances and with advance approval of the General Secretary or Director of OSD (example: rebooting IT server during weekend to ensure no disruption to business hours). Weekend access to the building requires the express approval of the General Secretary or Director of OSD.

### **Staff working in the building**

Opening and closing of the ETBI building falls to those first to enter and last to leave the premises.

Staff working in the ETBI office should ensure that windows and office doors within their working area are securely closed, and all lights are switched off when they leave the office each evening. The last person to exit the premises should ensure that external doors are locked and that the alarm is set.

## **3. AUTHORISED ABSENCE**

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The following constitute authorised absence from work, once proper notification procedures are followed:

- approved annual leave.
- protective leave (e.g., maternity, parental leave).
- approved business trips or external training courses.
- compassionate or other leave approved in advance by the organisation.

## **4. UNAUTHORISED ABSENCE**

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An employee who is absent from work and who has not notified the organisation as to the reason for the absence, will be written to by the HR Department seeking confirmation of the employee's situation. Failure to cooperate with ETBI in this instance will result in the disciplinary procedure being applied.

## **5. PROCEDURE FOR REPORTING ABSENCE**

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Unless prior approval has been given, an employee absent from work must notify their line manager as to the cause and likely duration of absence within half an hour of their scheduled starting time on the first day of absence and record the details on Zoho People.

Your supervisor or manager must be contacted directly and spoken too. Voice messages or text messages are not acceptable, nor is leaving a message with another staff member.

In cases of absence due to illness, absences of more than two days must be supported by medical certification. Certificates should be sent to ETBI, no later than the third day of absence. For absence extending beyond one week, a weekly medical certificate is required.

Medical certificates must include the following details:

1. name and address of doctor;
2. name and address of patient;
3. statement indicating, in general terms, the nature of the illness or injury;
4. opinion of doctor that patient is unfit for work;
5. expected duration of incapacity;
6. dates of issue and doctor's signature.

## 6. MEDICAL APPOINTMENTS

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Wherever possible, appointments should be arranged in the employee's own time. Alternatively, where there is minimum disruption to the working day, managers may agree with employees that the hours are made up at another time. Where this is not possible, employees should notify their manager of an appointment at the earliest opportunity and may be required to provide documentation in evidence of the appointment.

### Support

It is the aim of ETBI to ensure that any employee with additional support needs or who requires ongoing medical attention will be supported by the organisation. Employees are encouraged to talk to their manager or the HR department in this regard. All information will be kept strictly confidential.

## 7. ATTENDANCE

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ETBI expects and encourages a high rate of attendance from its employees for ETBI's services to operate effectively and efficiently. Each employee's job is vital to the continuing operation of

the organisation, and any absence without advance notice and approval has an impact on the overall efficiency of the operation of ETBI. Therefore, employees are expected to observe the following guidelines:

- Report to work on time. The number of hours an employee is required to work each week will be specified in their Contract.
- All employees are required to record their attendance and leave as prescribed by ETBI (i.e., electronic time and attendance system “Zoho People”) so that ETBI meets its legislative obligations; Organisation of Working Time Act, 1997 and Health ETBI meets its legislative obligations; Organisation of Working Time Act, 1997 and Health and Safety at Work Act 2015.

## 8. BREAKS

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Under the terms of the Organisation of the Working Time Act 1997 employees are entitled to a break of 15 minutes after a 4.5-hour work period and 30 minutes where they work more than 6 hours, which can include the first 15-minute break.

The 15-minute morning break should be taken between 10:45am – 11:15am daily.

The minimum lunch break of 30 minutes is factored into the ETBI’s Time and Attendance System.

## 9. OVERTIME & TIME OFF IN LIEU (TOIL)

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Overtime should be avoided or minimised, where possible, by careful planning and scheduling of work.

In exceptional circumstances the General Secretary, or the Director of OSD may pre-approve overtime to Grades III to VII or equivalent staff. Approval of overtime is subject to available budget. Part-time or work-sharing staff will not qualify for overtime rates until they have worked the equivalent full-time hours of their post. Overtime will be paid in accordance with DES guidelines and are also subject to the Haddington Road Agreement.

Full-time hours for posts: 35 hours per week

Overtime is not payable to grades at Assistant Principal Officer or above (and analogous grades).

In certain circumstances Time-off in lieu (TOIL) may be given for hours worked beyond the normal contract hours but must be pre-approved with your line manager. The agreed balance will be reflected in Zoho People once approved.

## 10. OVERTIME RULES FOR RELEVANT STAFF

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In accordance with normal arrangements, by reference to the overtime pay it will be paid in relation to the most relevant circular.

- For salaries below €35K, overtime will be paid at time and a half of the first point on the appropriate scale. If, however, this would result in the employee being paid at less than their current hourly rate at any point on the scale then pay at time and  $\frac{1}{4}$  of the individual point on scale applies.
- For salaries over €35K, overtime will be paid at time and a quarter of the individual point on scale.
- Overtime is not paid until 35 hours, as appropriate, have been worked.
- Payment of overtime for Grades aligned to ETB Grades VI and VII will be paid at time and  $\frac{1}{4}$  based on the maximum of the Grade V scale.
- Part-time staff who work less than the FTE of their scale and work extra hours are paid a basic hourly rate up to their FTE based on their scale. However, if the extra hours exceed the FTE hours, the balance of the hours will be paid in accordance with the relevant overtime rates above.

## 11. RECORD KEEPING

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Employees are required to ensure that their clocking in and clocking out, and leave bookings are up to date and accurate at all times.

Inaccurate or poor recording may lead to the initiation of the disciplinary procedure.



## 12. REVIEW

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Attendance and lateness are monitored on a regular basis. ETBI will report on absenteeism on a monthly rolling basis, in accordance with established practice. Where levels of absenteeism fall below acceptable standards, the organisation will seek to identify probable causes and rectify them.

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