

Working Time and Leave Framework

Guidance on time for voluntary work-related events and activities

1 Introduction

This Guidance is part of the Working Time and Leave Framework, which is made up of a number of elements which together encompass all formal policy, procedure and statement documents, including associated forms, relating to working time and leave in Abertay University (the “University”).

This Guidance does not form part of any employee's contract of employment and it may be amended at any time.

If you would like this document in a different format (e.g. large print, braille) or need any assistance to access or understand the policy/procedure please contact your School/Service designated HR Partner.

2 Purpose and Scope

Social events and activities are an important part of University life for Abertay staff, students and the wider community. In some cases these are informal and entirely voluntary and participation is outwith working time¹. However, some activities – while still voluntary - are sufficiently central to the business of the University to be treated as part of the working day.

This guidance sets out the principles regarding when voluntary social activities may be undertaken during work time. It does not relate to attendance at events/activities as a part of an employee's job, e.g. if they are contributing to running the event. Guidance on time for work that extends beyond the normal working day can be found in the Time off in lieu and Flexitime policies.

3 Principles and Guidance

Voluntary participation in events/activities may normally be undertaken during working time if one or more of the following applies:

- Senior Management, whether at University or School/Service level, have specifically asked staff to participate, on a voluntary basis but with a view to
 - ensuring the success of the event/activity and/or
 - building relationships (e.g. within a team or between staff and students on a course);
- It is a training, learning or development event/activity intended to contribute to skills/knowledge of relevance to work performance, e.g. Mental Health Week events;

¹ Although, of course, staff and students should always conduct themselves appropriately in any event or activity associated with the University.

- It is related to a significant work activity, e.g. a launch, closure or celebration of a project or initiative.

Those events/activities meeting the above criteria will normally be determined by the Executive Group (for University activities) or the Head of School/Service Director (for local activities).

Attendance during work time is subject to the needs of the school/service and line manager approval.

Employees do not accrue time off in lieu or additional flexitime (i.e. more than the standard flexi-day) for voluntary attendance at such activities, but neither would they lose flexitime.

Examples of voluntary events/activities

Below are some examples of events/activities which might be undertaken during work time, subject to line management approval, and others which would not. This is a non-exhaustive list, provided for illustrative purposes.

During work time

- Graduation
- Staff/student varsity event
- University health promotion events
- Project completion/award celebration
- Team lunch (e.g. Christmas)

In own time (outwith work or using flexi-time)

- Sport/social clubs
- Exercise classes
- Informal lunch to celebrate a birthday/new team member

Queries

Employees should refer any queries about the application of this guidance to their line manager in the first instance.

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