



**Policies & Procedures Manual**  
**Sir Syed University of Engineering & Technology**

<b>Title of Policy: Policy and Procedure for Flexible Working Hours</b>	
<b>Revision Date (if any): NIL</b>	
<b>Policy Area: Human Resource</b>	<b>Policy Number: SSUET/P/Gen/023-V1</b>
<b>Approved by (Statutory Body/ Competent Authority): Vice Chancellor</b>	
<b>Approval Date: 02-11-2021</b>	<b>Effective Date: 03-11-2021</b>
<b>Date of Issue: 01-11-2021</b>	
<b>Total Pages: 05</b>	

**Policy Statement**

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	<b>Name</b>	<b>Designation</b>	<b>Date</b>
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## **Policy and Procedure for Flexible Working Hours**

### **1. Preamble**

Since its establishment in 1993, SSUET has been operating successfully with regular 8 hours working per day for five days a week. In recent years the academic activities at SSUET have increased at a rapid pace and the number of academic programs offered at SSUET has increased manifold. In order to efficiently utilize the available infrastructure facilities and human resource it has become necessary to keep the university operational beyond the regular working hours and for seven days a week. This can be achieved by implementing a system of “Flexible Working Hours”. This would also facilitate the SSUET faculty, management and administrative staff and provide them greater convenience and freedom. This document provides a policy for implementing such a system without increasing the infrastructure and human resource expenses. This policy is effective from Fall Semester 2021. Moreover, this policy is not applicable to employees performing shift duty.

### **2. Introduction**

This policy divides the on-campus activities into the following three categories of operational timings. In each category the regular working hours per day will be 8 hours per day, with minimum of 4 hours, e.g. the regular working hours for offices in the Morning Category are from 8:00 am to 5:00, for PG Evening classes the regular working hours are from 1:00 pm to 9:00 pm and for Technology programs the regular Evening working hours are from 2:00 pm to 10:00 pm.

<b>Category of Working Hours</b>	<b>Timings</b>	<b>Week Days</b>
Morning Hours	08:00 am to 05:00 pm	Monday to Friday
Evening Hours	01:00 pm to 10:00 pm	Monday to Friday
Weekend Hours	09:00 am to 09:00 pm	Saturday & Sunday

This Policy describes the procedure for the assigning of duties in the above three time categories. Moreover, this policy also provides flexibility to the employee to adjust his/her time-in & time-out according to personal convenience with proper approval.

### **3. Method for Allocating Employees in the Three Categories**

- 3.1. Every employee teaching/ non-teaching is required to serve for a minimum of 40 hours on-campus per week.
- 3.2. Time-in & Time-out will be locked through face recognition system and will be used to calculate his/her total on-campus working hours.
- 3.3. The concerned chairperson/HOD will allocate the teaching / non-teaching staff duties in the three time categories.
- 3.4. The allocations of working-hour categories of all employees in a department will be conveyed to the Registrar by the respective Chairperson/HoD prior to start of every semester. The Registrar will issue an office order indicating the allocation

and also inform Finance department.

- 3.5. Any unavoidable changes during a semester by the Chairperson/HoD will be conveyed to the Registrar for revision in notification.

#### **4. Rules for Flexible Working Hours**

4.1. For all three categories, the employee may have flexibility in his/her Time-in and Time-out with the approval of respective Chairperson/ HoD.

4.2. The flexibility of Time-in and Time-out is subjected to following conditions:

- a. It is the responsibility of the employee to ensure that a minimum 40 hours per week are spent on-campus.
- b. It is the responsibility of the employee that working of the department is not affected due to flexible working hours. The Chairperson/HoD may impose restrictions on the duration of flexible hours of any employee if the work is being affected.
- c. It is mandatory for an employee to be present Five (05) days a week with a minimum of Four (04) hours on campus every day.
- d. The time spend outside the campus for personal work shall be considered as short leave. Short leave will be availed by the permission of concerned Chairman/ HOD. Record of Short-leave will be maintained in the office of Chairperson/HOD.
- e. The off-campus time for personal work will be compensated by the employee.

## FW-1 Form

<b>Employee Information:</b>	
Employee Name:	Employee ID:
Department Name:	Job Title:
Phone Ext:	Email Address:

**Employment Type:**

Teaching

Non-Teaching

<b>Employee Proposed Worktime Schedule:</b>		
Day	Proposed Work Hours	
	Hours of Arrival	Hours of Departure
Monday	___ <input type="checkbox"/> am <input type="checkbox"/> pm	___ <input type="checkbox"/> pm
Tuesday	___ <input type="checkbox"/> am <input type="checkbox"/> pm	___ <input type="checkbox"/> pm
Wednesday	___ <input type="checkbox"/> am <input type="checkbox"/> pm	___ <input type="checkbox"/> pm
Thursday	___ <input type="checkbox"/> am <input type="checkbox"/> pm	___ <input type="checkbox"/> pm
Friday	___ <input type="checkbox"/> am <input type="checkbox"/> pm	___ <input type="checkbox"/> pm
Saturday	___ <input type="checkbox"/> am <input type="checkbox"/> pm	___ <input type="checkbox"/> pm
Sunday	___ <input type="checkbox"/> am <input type="checkbox"/> pm	___ <input type="checkbox"/> pm

Category of Working Hours	Timings	Week Days
Morning Hrs.	08:00 am to 05:00 pm	Monday to Friday
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**Terms & Conditions:**

1. Minimum of 40 hours per week are spent on campus.
2. Working of the department is not affected due to flexible hours.
3. Presence of 05 days is mandatory with 04 hours on campus every day.
4. Maintain the expected quantity and quality of work.
5. Maintain acceptable attendance.
6. If at any time the employee requests a return to a standard work schedule, the Chairperson may grant the request, in his or her discretion.
7. If the employee fails to comply with the Alternative Work Schedule, he or she will be returned to the standard work schedule for the department and may be subject to disciplinary action.
8. Time spent outside of campus shall be considered as short leave. Short leave will be availed by the permission of the concerned Chairperson/HOD.

9. University paid and unpaid leave policies will apply to an employee working under an Alternative Work Schedule.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved:**

Chairperson/HOD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_