

DIVISION OF CLINICAL NEUROSCIENCES
GUIDANCE FOR STAFF FOR TIME TAKEN IN LIEU

There is no specific University of Edinburgh written policy for *Time in Lieu* for Academic or Academic related staff due to the nature of their contracts.

Academic Staff

Hours of Work

There are no specified hours of work. You are required to devote such time as may be necessary to the proper discharge of all teaching, research, examining and other duties in the University.

Part-time staff are remunerated pro-rata to 35 hours per week.

Administrative and Academic related staff

Hours of Work

As demands on the administrative staff of the University fluctuate throughout the year, fixed hours of attendance are not specified. You will be expected to work such hours as are required for the proper discharge of your duties.

Part-time staff are remunerated pro-rata to 35 hours per week.

Human Resources section advise local rules are acceptable for time in lieu that if Academic Staff and related staff are required by nature of their work to work weekends then these full days can be returned by equal time off in lieu. However, if staff are involved in a project or event that exceeds the normal "*nine to five*" then this time does not incur Time in Lieu.