



Gujarat National Law University

GUJARAT NATIONAL LAW UNIVERSITY
ADMINISTRATIVE DIRECTIVE
GNLU/AD/05/10

Subject: Working Hours, Overtime, Compensatory time off and Standby Duty

Purpose

1. This administrative directive establishes the policies and procedures required to implement the GNLU Regulation 23 on the Conditions of Services concerning working hours.

Normal working hours

2. Except for those staff members who are authorised to work part time, normal working hours shall be from 09:00 to 17:00, Monday through Friday and second and fourth Saturdays, with half an hour-long break for lunch at any time between 12:00 and 14:00, as agreed upon by individual staff members and their supervisors. Each staff member is expected to take a daily lunch break with a minimum duration of half an hour between 12:00 and 14:00.
3. The Registrar for administrative staff and Dean for the academic staff members have the authority to grant exceptions to the above-mentioned normal working hours in respect of individual staff members, on the basis of their functions, provided that such exceptions do not require staff members to work more hours than they would normally be required to work in a given working day. Accordingly, they may vary staff members' starting and finishing times, and may extend their lunch break (the "flexible hours").

Core time and flexible hours

4. The working hours shall consist of core time and flexible hours. The core time, during which attendance at the work place is mandatory, shall be from 0900 to 1200, and from 1400 to 1700 hours, Monday through Friday and second and fourth Saturday. The flexible hours shall be the periods from 08:00 to 09:00 and from 1600 to 1700 hours.
5. Any staff member who wishes to take advantage of flexible hours shall obtain the prior written consent of his/her supervisor in respect of the hours which he/she prefers to work during the periods of flexible hours specified above. The supervisor shall determine whether and to what extent the personal preferences of staff members can be accommodated, given their workload and the needs of both the University and their departments, while also bearing in mind the importance of being responsive to staff needs.
6. As soon as the flexible hours requested by a staff member have been approved by his/her supervisor, the staff member shall prepare a flexible hours form, which shall also specify the length of time for which this arrangement shall be in effect. The form shall be signed by the staff member's supervisor. Prior to the commencement of this arrangement, a copy of the flexible hours form shall be forwarded by the supervisor to the Head of Personnel Affairs. Any subsequent modification of the flexible hours to be worked by a staff member shall be approved in accordance with the same procedure.
8. Each supervisor shall establish a monitoring system to ensure that the staff members who have requested flexible hours in accordance with the procedure described above actually observe the arrangement. Staff members are required to observe their flexible hours

arrangement and to comply fully with the requirements of the monitoring system established by their supervisors.

GNLU fitness promotion programme

9. Full-time staff members can avail up to two hours per week of their normal working week for the purpose of fitness/exercise classes/program.

Overtime for administrative staff members excluding Officers

10. Overtime is considered to be the time worked in excess of eight hours per day or forty hours per week, and shall be calculated to the nearest half hour. However, casual overtime of less than one half hour in any normal working day may not be included in any calculation of compensation for paid overtime.
11. Overtime worked shall normally be recognised for the purposes of compensation only when the staff member has received advance authorisation from his/her supervisor to work overtime. In cases of urgency supervisors may, however, grant such authorisation retrospectively.
12. Administrative staff members shall be authorised to work overtime only in exceptional circumstances, in the interest of the GNLU with the approval of respective supervisor and Registrar. In the interests of the health of staff and the efficiency of their performance, supervisors shall not, except when necessitated by unusual exigencies of service, require any staff member to work more than 20 hours' overtime during any one month, or more than 150 hours' overtime during any six-month period.
13. Overtime as defined above which has been worked by the staff members shall be compensated by either overtime pay or compensatory time off. Compensatory time off shall be granted in units of a half (four-hour) day or a full (eight-hour) day.
14. Compensation for overtime for staff members shall be calculated as follows:
Overtime worked in excess of the normal working day, on Sundays and official holidays shall be compensated at 150%.
15. Payment of overtime at the rates specified will be granted, subject to a maximum of 20 hours per month. When unusual exigencies of service require staff members to work more than the 40 hours prescribed above, excess additional hours shall be compensated by compensatory time off which may be taken at any time during the four months following the month in which the overtime takes place.
16. At the end of each calendar month, staff members who have worked overtime during that month shall record such overtime on the overtime form, and shall certify by signing the form that the overtime was actually worked. The staff members should then forward the form to their supervisors, who shall certify by signing it that the overtime work was required and that it was actually performed. The completed form should then be forwarded to the Head of Personnel Affairs.
17. With respect to staff members who have elected to use the flexible hours option referred above, only time worked outside the flexible hours which they have specified (minus casual overtime of less than one half hour on any day of their normal working week) shall count as overtime. When completing the overtime form referred above, staff members are also required to specify their agreed flexible hours.

Standby duty for Officers and Academic Staff Members

18. In exceptional circumstances when necessitated by the interests of the GNLU, the Registrar or Dean of Academic Affairs may in advance require staff members to be on duty outside their normal working day. Staff members who are on standby duty shall receive duty pay for the period specified on the standby duty roster equal to 5% of the aggregate of the net base salary at the staff member's grade and step. Staff members who receive standby duty pay shall not be eligible for overtime pay for the same period of time.

19. This administrative directive comes into effect from 01 December 2010.

Bimal N. Patel
Director