

# Doon Business School Group, Selaqui, Dehradun

No — HRP- 53 /2016

Dated — 03 December 2016

## SUBJECT: POLICY ON FLEXI TIME WORKING

The Doon Business School Group is committed to the promotion of a healthy work-life balance for its entire staff, and accordingly welcomes the contribution that the use of flexitime working arrangements can make in this regard. Employees, on 'Flexitime' can use innovative scheduling to fulfill a variety of personal needs, including family responsibilities, routine health appointments, educational activities etc., during particular spell of time period, and still fulfill the organizational responsibilities and commitments. Thus, the 'Flexi time' can allow participants to work in more effective ways that will be of benefit to the institution as well as themselves.

- Flexitime arrangements will be made available, as far as practicable, to all DBS-Group staff (including both full-time and part-time employees). It is acknowledged, however, that:
  - i. It is desirable that the employees should normally choose to retain their current working arrangements; rather than enter the flexitime scheme, unless, it becomes absolutely essential to meet obligations of home life. The Flexitime, as such, should be an exception rather than a practice, unless permitted specifically, as part of the service conditions, as per the terms of appointment.
  - ii. The employees, needy of flexi time, may, on a specific request, subject to practicability and requirements of the job, be allowed to work on "Flexitime pattern", to meet their personal needs and commitments, during a specific period of time, and not for whole of the period of employment, or any particular year.
  - iii. 'Flexitime' requests should be submitted to the Campus Director, well before commencement of a particular block of four months (first block of four months starts from 01 August and so on), and at any given point of time this type of working will be allowed maximum for one trimester or semester alone, as the case may be.
  - iv. After completion of the allowed period of 'Flexitime' working, the concerned staff member will automatically revert to the institute's standard working time.
  - v. During mid-way of the allowed period of the 'Flexitime' working' the concerned staff member, can revert to the institute's standard working time, under prior approval of the management, from such a date, which may be indicated to him/her.
  - vi. The services provided by the individual to the DBS-Group will, in no way be got compromised, by allowing "Flexitime", and the concerned individual will be required to deliver and provide fullest contribution, even while working on 'Flexi time.' While allowing for 'Flexitime work' the authority recommending/permitting such work, will be responsible for adapting it to fit their operational needs.
  - vii. **The Doon Business School Group** reserves the right to suspend flexitime for a set period to meet operational requirements. Advance notice will be given when this is to occur.
  - viii. It is expected that staff will work and operate flexitime schemes in a fair and harmonious manner.