

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Part-Time Employment Policy  
**Document No:** 3.1.8 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



*Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.*

*This document outlines the Diocesan policy on Part-Time Employment. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).*

### Introduction

A part-time staff member is a staff member whose normal hours of work are less than those of a comparable full-time staff member.

### Policy

Part-time working provides staff members with flexibility in relation to working arrangements, under a reduced working-hours arrangement. The option to apply for part-time working is open to all staff members.

This policy on part-time employment adheres to the principles of the Code of Practice on Access to Part-Time Working and the provisions of the Protection of Staff members (Part-Time Work) Act 2001.

### Applicability

"The employer" will consider all requests for patterns of part-time working, such as two/three-day working weeks or mornings/afternoons only. However, the move from full-time work to part-time work will be at the discretion of your line manager and all requests will be evaluated in line with the needs of "the employer". In all cases, the decision as to whether part-time work may be granted will solely depend on management being satisfied that the needs of the diocese/parish/organisation will not be adversely affected.

Any move from full-time to part-time working will be for an initial trial period of 3 months to ensure that there is no negative impact on operational requirements.

"The employer" reserves the right at the end of the trial period to revert individuals to full-time work where operational reasons dictate. Where this occurs, you will be given 1(one) months' notice of the change.

### Pattern of work

A staff member's days and hours of work will be stated in his or her contract of employment. For existing staff members moving to part-time work, their contract of employment will be amended or replaced to take account of new terms and conditions of employment. You will be notified in advance of any changes or variation to your hours of work. All staff members are required to be flexible to meet the needs of "the employer" and may be required to work additional hours.

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### **Pay and benefits**

Salary and all statutory and other benefits if applicable, will be prorated to reflect a staff member's part-time working arrangements. Annual leave and public holiday benefits will be calculated in accordance with the provisions of the Organisation of Working Time Act 1997.

### **Promotion and training opportunities**

Part-time staff members will be eligible in the same way as full-time staff members for promotion and training and development opportunities.

### **Return/move to full-time work**

Staff members who wish to move to full-time work may apply in the normal way for full-time vacancies that occur. They should, in the first instance, inform their manager.

"The employer" reserves the right (outside the trial period) to revert individuals to full-time work where operational and business needs dictate. Where this occurs, you will be given 1 (one) months' notice of the change.

"The employer" will consider all requests from part-time staff members to revert back to full-time working, taking into consideration the needs of the diocese/parish/organisation.

### **External working**

Before taking up additional employment, "the employer" requires that all full-time and part-time staff members contact their line manager in advance.

### **Applications**

If you wish to apply to move to part-time work or full-time work, you must apply in writing (letter or email which must be signed) to your line manager.

All applications will be discussed with the individual in terms of his or her personal needs and the needs of the diocese/parish/organisation. "The employer" will treat all requests seriously and will explore, where possible, how the request can be accommodated. The suitability of the application will be determined by objective criteria. Following the process of the application, the applicant will be informed of the manager's decision within a reasonable time frame. If the request is unsuccessful, the manager will inform the applicant of the grounds for refusal. Every effort will be made to facilitate the staff member's request.

*For further information please contact:*

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