

Guidance on attendance at work for academic staff

Introduction

The aim of this guidance is to provide clarification for academic staff on the expectations of the University around attendance on University premises. It should be noted that in most cases the place of work named in an employee's contract is Aston University. The obligation is placed on the employee to attend their contractual place of work. Even when a member of staff is not physically present on campus due to an agreement made with their manager, there is a general expectation that they should be available for work on days on which they are contracted to do so. You should be contactable during the normal working day, and if you are not, this can create additional work for others who are present on site.

Benefits of attendance

The University is committed to fostering a positive research, learning and working environment for staff and students. The physical presence of staff on campus is not the only way of achieving this but regular interaction with colleagues and students promotes social interactions and discussions which cannot be achieved by Skype, phone conference calls or emails. Absence of staff from campus makes it harder for students to access support, advice and guidance and for staff to have conversations with colleagues. This is particularly valuable for new or early career staff who benefit from interactions with established academics.

Principles

Staff should expect to attend the workplace unless there is a specific agreement or approval from their line manager for them not to do so. Reasons for agreeing off campus working could include:

- A School practice of allocating a research day on which staff are not expected to come to campus
- Other work which benefits from a lack of interruption such as marking
- Approved working from home arrangements
- Consultancy days as granted in line with the University's procedure
- Approved conference, seminar or offsite meeting attendance

In addition, there are occasions when staff will be absent for reasons such as annual leave, sickness absence, compassionate leave, parental leave, paternity, maternity and adoption leave requested and taken in line with University policies as relevant

The University has policies in place for those who need a particular work pattern e.g. to accommodate caring responsibilities. The right to apply for Flexible Working is outlined in the University's [Policy](#) which applies to all staff who meet the qualifying criteria and all such applications will be seriously considered and accommodated if it is practical to do so.