

Working Part-Time at UNICC

What You Need to Know



Part-time employment at UNICC supports a diverse range of personal and professional needs, whether you are balancing caregiving responsibilities for children or elderly family members, pursuing academic goals, engaging in athletic or personal development activities, or simply seeking a more adaptable schedule to enhance your overall well-being. This flexible work modality reflects our commitment to fostering an inclusive, supportive, and people-centred workplace culture.



What is Part-Time Employment

Part-time employment is defined as a staff member working **at least 50%** of the normal weekly hours on a **regular, agreed-upon schedule**, under a **continuing, fixed-term, or temporary** appointment.



Available Work Schedules (based on a 40-hour week)

Percentage	Weekly Hours	Percentage	Weekly Hours
90%	36 hours	70%	28 hours
80%	32 hours	60%	24 hours
75%	30 hours	50%	20 hours



A signed work schedule must be agreed upon and submitted to HR.



Key Principles

- **Eligibility:** Open to all staff, subject to organizational needs and supervisor approval
- **Duration:** Typically approved for at least 1 year
- **No automatic right:** Requests are considered case-by-case and may be revoked with two months' notice if service needs require it
- **No change in contract type:** Moving to part-time doesn't alter your appointment status



Impact on Salary & Benefits

- **Pro-rated** salary, allowances, and grants (e.g. post adjustment, education grant, HL)
- **Full travel entitlements** on appointment, reassignment, and repatriation
- **Official Holidays**
 - Granted only if they fall on a scheduled workday
 - Work schedules cannot be adjusted to benefit from an official holiday
- **Annual leave** granted proportionally
 - On separation, unused annual leave is paid out up to the pro-rated limit (e.g. 15 days for 50%, 24 days for 80%)
- **Sick, Parental & Special Leave**
 - Granted under the same conditions as for full-time staff
 - Salary and allowances are paid proportionally
 - Work percentages cannot be changed during these leave periods
- **Dependency & insurance benefits** adjusted based on % worked
- **Pension contributions** made and credited proportionally
- **Overtime & Compensatory Leave**
 - May receive compensatory leave if required to work full-time temporarily
 - Any extra hours worked beyond your part-time schedule but within the full-time limit can be compensated with time off or pay, as applicable



Changing Your Work Percentage

- Requires **written request** and supervisor consultation
- Can also be initiated by management with your agreement



Returning to Full-Time

- At the end of the agreed part-time period, staff will return to full-time employment unless a different arrangement is mutually agreed upon.



Have Questions?

Contact your HR representative or refer the [eManual](#) for more detailed information.