

# Sunderland Marine Case Study



## Sunderland Marine Provides Staff with Flexible Working Tools integrated with Microsoft Office

Founded over 130 years ago, Sunderland Marine is one of the world's leading mutual marine insurance companies. It has 134 staff in 11 locations including its headquarters in Durham, England.

The company has been using FlexTime's flexible working system, VisionTime, successfully for over 18 months at its headquarters. This enables employees to choose their own working hours around the company's core hours and work commitments. This is especially useful as it accommodates those staff responsible for specific areas in other time zones eg Australia and the USA. The company recently integrated VisionTime with MS Office in order to automate employee's sick and annual leave.



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### Objectives

- Offer flexible working hours to head office employees
- Automate leave process
- Improve staff work/life balance

### Why FlexTime

- Microsoft Office integration
- 30 year's experience in flexible working solutions
- Variety of time capture tools

### Results

- Improved staff work/life balance with flexible working hours
- Leave request process automated
- Individual reporting with flexi and leave balance

[www.flextime.ie](http://www.flextime.ie)

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## SOLUTION

The core hours are 10 to 12 and 2 to 3, but employees can work from 7am until 7pm to build up time in order to have an extra 7 hours off per month.

The addition of the electronic leave management module makes it very simple for management to keep track of employee absence requests and approvals.



Photograph courtesy of David Linkie

## RESULTS

### Flexible Working

Employees are now empowered to work hours that suit them enabling them to work up time to have up to 1 extra day's leave per month.

### Leave Management

Employees request annual or sick leave in VisionTime. This is automatically sent via Microsoft Outlook email to their manager for approval. If not approved immediately, automated email reminders are sent until the leave is approved by the manager. Once approved, the request is automatically added to the employee's time record in VisionTime.

*"Since implementing FlexTime's VisionTime, our staff have more control over their work hours and have enjoyed the flexibility it gives them."*

**Elaine Middlemiss, HR Manager, Sunderland Marine**