

TYPES OF FLEXIBLE WORKING ARRANGEMENTS

The main types of flexible working are as follows: (this list is not exhaustive and should be read in conjunction with the [Flexible Working Guidance Note](#)).

Flexi time

Gives people choice about their actual working hours, usually outside certain agreed core times.

Staggered Hours

Where employees within a workplace have different start, finish and break times.

Time off in lieu

Where employees agree with their line manager to take time off at a mutually convenient time to make up for extra hours worked.

Part time work

Has no legal definition but government statistics define it as less than 30 hours per week.

Job Sharing

Involves two people carrying out the duties of a post that would normally be done by one person. Each person is employed part time and divides the pay, holidays and other benefits.

Compressed Working Hours

Allows people to work their total number of agreed hours over a shorter number of working days.

Shift/Rota Working

With shift working, employers can extend the use of plant or facilities in a factory or supermarket, for instance.

Shift Swapping

Means employees can negotiate working times to suit their needs and re-arrange shifts amongst themselves or within teams to meet the needs of the service.

Self Rostering

Gives team members more control over their work times. Numbers of staff and the skill mix required are agreed, and then shift patterns are compiled, matching as closely as possible the individual preferences of staff to the agreed staffing levels.

Annual Hours

Systems organise working time on the basis of the number of hours to be worked over a year rather than a week- usually used to fit in with peaks and troughs of work.

Term Time Working

Means remaining on a permanent contract, either full or part time, but having unpaid leave of absence during the school holidays.

Working at or from home

Some or all of the time is increasingly available for people in permanent employment.

Voluntary Reduced Work Time

Where an employee reduces hours for an agreed temporary period with a reduced salary and with a guarantee to return to full time working when that period ends.

Flexible Retirement Policy

On nearing retirement, part time working is operated. This option is only available to Teaching staff through the Winding-Down Scheme.