Appendix 1: Types of Flexible Working

1. **Part-time working**

* This option allows employees to reduce their working hours.
* Before deciding to request part time working, employees should seek information regarding the impact on salary, pension and other benefits.
* Decisions must be made as to whether the remainder of the post needs to be filled and if this is the case, any agreement to part-time working may be contingent on the department being able to recruit to the remainder of the post.
* Part-time employees are entitled to the same rates of pay and holiday (pro rata) as full-time workers doing the same kind of job, and the same entitlement (pro rata) to pension, maternity leave, sick pay, access to training and promotion etc.
* A reduction in hours will usually be permanent and there is no automatic right to return to full time working.

1. **Job-Share**

* Job sharing is a particular form of part-time working, where all aspects of a job are shared between two people. Alternatively, certain roles may be suited to 2 part time roles, rather than a job share. If there is doubt, the HRBP can be consulted.
* Job share works best when both workers have some time a week to overlap, to enable the effective handover of information and to allow them both to attend team meetings.

1. **Compressed Hours**

* Compressed Hours means that an employee works their total contractual hours by working longer hours on some days in order to work shorter, or no hours on other days.

1. **Remote and Hybrid Working**

* Please see the [Hybrid Working Guidance](https://www.ucl.ac.uk/human-resources/making-hybrid-work/hybrid-working-guidance-professional-services-and-technical-staff-2022) (Professional Services and Technical Staff), [Interim People Management Guidance](https://www.ucl.ac.uk/human-resources/interim-people-management-guidance-academic-teaching-and-research-staff-and-their-line-managers) (Academic, Teaching and Research Staff) and the [Remote working Guidance](https://www.ucl.ac.uk/human-resources/guidance-working-remotely-uk-based-staff), for information on working remotely. Employees may also request to work remotely on a permanent basis on certain days, by submitting a flexible working request. However, this may not be possible, due to the nature of the service being provided. For guidance on working overseas please see the [Global Mobility Policy](https://www.ucl.ac.uk/human-resources/global-mobility-policy).

1. **Staggered Start and Finish Times**

These arrangements usually involve individuals or teams working a set of "core hours" in which they are obliged to attend work, with periods either side of the core, within which they can choose their start and finish times providing they are working their total contractual hours. Requests to work outside of normal operational hours for a particular department, may be a valid reason for [refuse a request.](#_11._Request_Rejected)

1. **Term-time working**

This type of flexible working may appeal to parents and carers with school age children who would prefer to only work during their child’s term time hours. Whilst this working arrangement is already in operation in some departments, it may not be possible in all departments due to the nature of the service being provided.

Salary in these circumstances is usually paid over twelve months of the year and annual leave is taken outside term time. Please See [Term Time Contracts Guidance](https://www.ucl.ac.uk/human-resources/term-time-contracts-guidance-staff-working-3-terms-who-are-paid-over-12-months) for further details.

1. **Annualised or guaranteed minimum hours**

The employee has to work a certain number of hours over the year, but they have some flexibility about when they work. Whilst this working arrangement is already in operation in some departments, it may not be possible in all departments due to the nature of the service being provided.

1. **Flexible retirement and part-time working**

Members of the USS Pension Scheme may apply for [flexible retirement](https://www.ucl.ac.uk/human-resources/pay-benefits/pension-services/flexible-retirement) (subject to eligibility) and take part of their pension benefits if they reduce their working hours. Employees are encouraged to engage in early discussions with their line manager about reducing their working hours if they are considering flexible retirement. Once a Full Flexible Retirement Quotation has been received, formal applications for reduced part-time working and flexible retirement should be made on [this form](https://www.ucl.ac.uk/human-resources/sites/human_resources/files/flexible_retirement_formb.doc). Requests will be considered by managers in accordance with this procedure. The Pension Services website contains further information on the USS Flexible Retirement scheme and application process for flexible retirement.