

## Job sharing

A form of part-time working where one full-time role is shared between two members of staff.

## Flexi time

Allows you to vary your working hours (which may include your start and finish times) to suit your individual circumstances.

## Set working pattern

Fixed hours and days to give certainty that other commitments can be fitted around work.

## Staggered working hours

Staff work a set number of hours during the day but with different start and finish times.

## Flexible retirement

Allows organisations and staff to be flexible about the age at which staff retire, the length of time staff take to retire, and the nature and pattern of work in the lead up to final retirement.

## Career breaks or sabbaticals

An extended period of time away from work, organised and agreed upon by you and your employer, normally unpaid.

## Split shift/session schedules

Where an individual's working day is split into two or more parts with a rest period, not including lunch or paid breaks.

## Term-time working

Option to work 39 weeks per year within term time and use annual leave entitlement, plus additional unpaid leave, to have school holidays off work.

## Rotating working pattern

Individuals rotate between different shift patterns, such as days and nights.

## Working remotely on a regular basis

Employees work all or part of their working week at a location remote from the employer's workplace.

## Average hours eg annualised hours

Contractual hours are averaged out over a set time period for example, quarterly, every six months or over 12 months.

## Hybrid working

A combination of remote, home and workplace working.

## Part-time working or reduced hours

Working fewer hours than you were initially contracted to work.

## Compressed hours

Working your contracted hours over fewer days.

## Team based self-rostering

Giving staff control over the pattern of their working week by allowing them to put forward their preferences and trying to match these as closely as possible.

# FLEXIBLE WORKING

Flexible working options for you to consider