Employee health and well-being policy

Work-life balance

Work-Life balance is very prominent in the public mind and is closely associated with the prevention of unhealthy work-related stress. By taking steps to improve the working environment through effective, flexible and sensitive management the University will hope to enable individuals to cope successfully with the demands and pressures of work.

It is generally accepted that a flexible approach to working arrangements reaps benefits for both employer and employee. There are many different ways of structuring working patterns including, but not limited to, the following:

- Part-time working;
- Term-time only working;
- Flexible working hours;
- Compressed working hours;
- Annualised hours;
- Job sharing;
- Working at or from home.

Annex 1 describes how some of these flexible working arrangements might operate.

Certain employees already have a legal right to request flexible working in recognition of particular circumstances, e.g. caring responsibilities for young children, disabled children and adult dependants; however the University will give due consideration to any reasonable request for flexibility. Managers are encouraged to be open to such suggestions, but employees must appreciate the constraints that might demand a refusal or modification of the request, such as:

- The burden of additional costs;
- A detrimental effect on ability to meet customer demand;
- The inability to reorganise work amongst existing staff;
- The inability to recruit additional staff;
- A detrimental impact on quality or performance;
- An inability to match the hours requested with sufficient work;
- Planned structural changes.

Requests to work flexibly should be made formally, following a procedure in Annex 2.