

EXAMPLES OF FLEXIBLE AND/OR AGILE WORKING

Examples of temporary flexible working arrangements:

1. An employee requests to temporarily work remotely from their parent's house, some distance from campus, as one of their parents has been diagnosed with a terminal condition. The employee would like to support their parents during this time. The manager agrees to this change, and both agree for the change to be reviewed after 3 months. The employee agrees that they will be available during core hours and the remainder of their hours will be worked around hospital appointments and caring commitments.
2. An employee requests to temporarily work from home while they recover from a broken leg. The individual commutes to campus via public transport with no other means of getting to campus. The manager agrees to the change in location for 6 weeks.
3. The employer requests that an employee change their working hours for an academic year due to a change in teaching commitment. The employee agrees to start and finish later 3 days per week on the understanding that their hours will revert after one academic year.
4. The employer requests that a group of employees work remotely for an academic year so that their large, open-plan office, can be utilised as teaching and examination space. The employees agree however there is an understanding they will be physically present on campus for scheduled meetings when necessary. The agreement will be reviewed after 9 months allowing time to plan for any necessary equipment to be reinstated in the office.

Examples of permanent flexible working arrangements:

5. An employee puts in a request to change the pattern of their working week, so they have a half day per week set aside to carry out volunteering for another organisation or to participate in a hobby they have. It is agreed with the manager they are able to make this change, the employee also agrees the half day can be amended if needed in line with the business needs. The manager agrees that reasonable notice will be given if it needs to be changed.
6. An employee requests a change to their working pattern so they start earlier and finish later in the day so they are able to build in sufficient break times to cope with increased screen time which was introduced with a change of practice.