

## Flexible Working at LSE: Types of Flexible Working

'Flexible Working' covers a whole range of different working arrangements. If you're thinking about applying for flexible working, it can be difficult to know what to ask for, especially if you've recently taken on some new responsibilities outside work and aren't sure yet what the full implications are likely to be. If you're a manager who's just received a request for flexible working (or, if you're being proactive, thinking about flexible working could work for your team), it's helpful to be aware of some of the more common types of flexible working and the sorts of situations in which they tend to work best.

<b>Type of Flexible Working</b>	<b>What does it involve?</b>	<b>When might it be suitable?</b>	<b>Things to consider</b>	<b>A practical example</b>
Annualised hours	An employee works a defined number of hours over a year rather than a fixed number of hours a week. Salary is paid as a set amount each month regardless of the actual number of hours worked in that month.	Where a team or individual role experiences significant peaks and troughs in workload at different times of the year.	Both manager and employee should keep an eye on the hours worked so that they are in line with the Working Time Regulations.	An employee works a seasonal role which still provides them with a regular income each month.
Compressed hours	An employee works their usual hours in fewer days, e.g. 35 hours over 4 days.	Where an employee has commitments outside work (e.g. caring responsibilities) but does not wish to reduce their income by reducing their hours worked.	Is there a likely impact on the employee's wellbeing (e.g. improved morale from being able to balance work and home life, or increased stress/tiredness from working longer days)?	An employee works a compressed fortnight and does not work every other Friday.

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<p>Home-working</p>	<p>An employee carries out their usual work at home for some of the working week.</p>	<p>Where an employee is involved with a piece of work which may be more effectively accomplished outside the office environment.</p>	<p>What will be needed to make the employee's home environment suitable for working? How best can the employee keep in contact with the team?</p>	<p>An employee works from home two days per week so that they can concentrate on a specific piece of work.</p>
<p>Job share</p>	<p>Two employees (or sometimes more) voluntarily share the responsibilities of a full-time role.</p>	<p>Where a full-time post can be equally shared between two or more employees who are interested in working part-time.</p>	<p>What is the best way of dividing the job's responsibilities so that the work is covered and there are no gaps?</p>	<p>Two employees share one job: one works from Monday until Wednesday lunchtime; the other works for the remainder of the week.</p>
<p>Part-time working</p>	<p>An employee who has previously been working full-time decides to reduce their working hours. Their salary, leave and other benefits are pro-rated.</p>	<p>Where an employee needs to reduce their hours to give them time for other commitments, e.g. further study.</p>	<p>What is the best way of ensuring that the employee can still attend any regular work commitments, such as team meetings?</p>	<p>An employee changes their working hours to mornings only because they are studying part-time.</p>

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<p>Staggered hours</p>	<p>An employee starts and finishes work at varying times during the working week, subject to attendance during core hours (10am-12pm and 2pm-4pm).</p>	<p>Where an employee has commitments outside work (e.g. shared responsibility for a school run) that make it preferable to vary their start and finish times.</p>	<p>Does the employee's role require attendance during any particular times outside the School's core hours, e.g. reception cover at the start of the day?</p>	<p>An employee finishes at 4pm Monday-Wednesday so that they can collect their children from school. They may choose to start work early so that no hours are lost.</p>
<p>Term-time working</p>	<p>An employee reduces their annual hours to work only during term times, enabling them to take time off during school holidays.*</p>	<p>Where an employee has young children for whom they have primary caring responsibilities during school holidays.</p>	<p>Are there any projects or other pieces of work that are usually completed outside term-time? If so, how best can these still be completed?</p>	<p>An employee works term-time hours so that they can look after their children during school holidays.</p>
<p>Transition to retirement</p>	<p>A reduction in the hours worked and/or responsibilities of a role to help support an employee's transition to retirement.</p>	<p>Where an employee has reached or is approaching retirement age.</p>	<p>Anyone who is thinking about this working arrangement should see the <a href="#">Retirement Policy</a> for further information.</p>	<p>An employee reduces their hours to enable them to make plans for retirement. This may include taking on additional caring responsibilities (e.g. for grandchildren).</p>