#### Job sharing

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

#### 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.

## 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.

# Rotating working pattern

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

# 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.



#### Flexi time

**Hybrid working** 

and workplace working.

A combination of remote, home

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

## wnicn to suit

## Set working pattern

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



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

## Career breaks or sabbaticals

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

## **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.

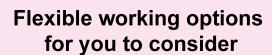
## Working remotely on a regular basis

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

### **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









# 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.