**STAFF CARERS POLICY**

**APPENDIX A**

**Types of Flexible Working**

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| Annualised Hours | The employee works a certain number of hours over the year but they have some flexibility about when they work. There are sometimes ‘core hours’ which the employee regularly works each week, and they work the rest of their hours flexibly or when there’s extra demand at work. |
| Carers Leave | New from April 2024 - see [section 11](#_Carers_Leave_Act_1) of this policy. |
| Condensed Working Hours | Working full-time hours but over fewer days |
| Flexitime | The employee chooses when to start and end work (within agreed limits) but works certain ‘core hours’, for example 10am to 4pm every day |
| Home Working | Working from home or anywhere else other than the normal place of work |
| Job Share | Two people do one job and split the hours |
| Other Flexible Working | Only use this option if none of the others apply. If the request involves multiple types of flexible working (e.g. both a change in hours and home working, please select the hours change option as the type of request) |
| Part time | Moving from full-time to part-time work |
| Phased Retirement | Default retirement age has been phased out and older workers can choose when they want to retire. This means they can reduce their hours and work part time. |
| Seasonal Working | The employee works for a particular period of the year when required, e.g. flu vaccinators. |
| Staggered Working Hours | The employee has different start, finish and break times from other workers |
| Team Self Rostering | Team-based self-rostering is a 'bottom up' approach to scheduling work, giving people more control over the pattern of their working week (e.g. increases number of requests per roster and is a phased roll out via eRoster team) |
| Term-time Working | The employee only works during period in which schools are open |