

Flexible working approval process for Managers and Heads of Department

What type of flexibility is being requested?

Day to day flexibility for ad hoc requests

e.g.

- Attendance at a child's sports day.
- Need to be at home to receive goods or services.
- Manage personal appointments.
- Ad hoc home working to complete a piece of work.

A formal flexible working request is **not** required. No change to contract.



Meet with the individual to discuss the request.

You can agree to the request without senior manager agreement.

Short term flexibility (time-limited/temporary)

e.g.

- Attending a regular hospital appointment for a time limited period.
- Caring for an elderly or unwell relative for a limited period.
- Returning to campus pending longer term hybrid working arrangements.
- Unpaid leave.

A formal flexible working request is **not** required. No change to contract.



Meet with the individual to discuss the request.

You can agree to the request without senior manager agreement.

Permanent change to working pattern (no changes to hours worked)

e.g.

- Change from working a Monday and Tuesday to a Wednesday and a Thursday.
- Compressed hours.
- Change to start and finish times.

A formal flexible working request **will** be required for compressed hours and changes to working days but not for a change to start and finish times.



Meet with the individual to discuss the request.

You can agree to the request without senior manager agreement.

Permanent changes to working hours or place of work

e.g.

- Decrease/increase in hours.
- Annualised hours.
- Term-time working.
- Change of campus.
- Job share.
- Career break.

A formal flexible working request **is** required and a change to contract will be made.



Meet with the individual to discuss the request.

You **will** require senior manager agreement for this request.