

 **Flexible Working Definitions**

**Annualised Hours**

An employee's contractual working hours are calculated as the total number of hours to be worked over the year, allowing flexible working patterns to be worked throughout the year.

**Compressed Hours**

Is where an employee works their usual full time hours in fewer days by working longer blocks meaning that there is no reduction in their pay. For example, a five-day week is compressed into four days, or a 10-day fortnight into nine days.

**Home Working**

Is when an employee regularly carries out all, or part of, their duties from home rather than the employer’s premises. The organisation can consider home-working being an occasional agreed day, a mix of home and office based work each week or a full time arrangement. (See Home Working Policy)

**Flexi – Time**

Allows an employee to choose, within certain limits, when to begin and end work. This is usually noted in your contract of employment. [you could explain your system here if you have one]

**Part-time Working**

covers any arrangement where an employee is contracted to work anything less than typical full time hours for the type of work in question. For example, an employee who only works Monday to Wednesday. [organisation name] will always consider making jobs available on a part-time or job share basis, except where a critical examination by line management proves this to be impracticable. The suitability of posts for part-time working will be stated in any internal or external advertisements.

**Term-Time Working**

is where an employee reduces their hours or takes time off during any school holidays. Any weeks above their annual leave entitlement will be unpaid. Salary can be paid in 12 equal monthly instalments (although arrangements may be permitted where an employee is only paid for the time worked and receive no pay during the holidays apart from their entitlement to annual leave).