



# CHANGING WORKING HOURS PROCESS

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## CHANGE IN WORKING HOURS PROCESS

### Introduction

This document accompanies the company's work/life balance policy, and is contractual for employees on company terms and conditions of service. It outlines the process that you should follow if you want to request a change to your working hours.

Our normal hours of work 37½ per week, but how you manage your time will depend on your location, the job you do and the customers to whom you are providing a service. It may be that working full-time is not always the best option for you and the different work pattern arrangement would be better. It could also be possible to transfer from a desk-based job to a position that can be enabled by technology so that you can work occasionally from other sites, or from home.

### Flexible Working Patterns

There are many different flexible working patterns they can be requested, for example:

- Part-time working:
  - part-time working is where the employee is contracted to work fewer than the standard number of contractual hours per week for the type of work in question;
- Job share:
  - job sharing is an arrangement whereby two part-time employees share the responsibilities of one position. In a "shared responsibility" arrangement, the individuals both carry out all the duties of the job, simply picking up the work where the other one left off, while in a "divided responsibility" arrangement, the duties of the position are divided between the two individuals, with each being able to provide cover...