

FLEXIBLE WORKING AND FLEXIBLE RETIREMENT

LOCAL WORKING PRACTICE

DEPARTMENT OF CHEMISTRY

Please note that this document describes a local working practice in the Department of Chemistry, and that University-wide policies will override anything stated in these local guidelines.

It is the aim of the Department of Chemistry to establish and maintain a culture that is supportive of a positive work-life balance and an enabling approach to flexible working. The head of department is happy to consider applications made for changes to current working arrangements to enable staff to better manage responsibilities of work and home life.

Flexible working options include:

- **Part-time working** – *less than the standard number of hours worked per week.*
- **Compressed hours** – *the same number of hours worked over fewer days.*
- **Job share** – *two people sharing the duties of a full-time role.*
- **Term-time only** – *either full- or part-time.*
- **Staggered hours** – *e.g. starting and finishing earlier than standard working hours.*
- **Flexible retirement** – *draw part of pension and continue working reduced hours.*

Staff employed on grades 1-6 may work a **flexi-time** system based around a 36.5-hour week or pro rata.

Further information on flexible working and retirement is available on the HR website:

<http://www.lancaster.ac.uk/hr/recruitment/LeaveTest.html>

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