

Flexible Working Policy

1. Purpose

1.1. This policy aims to encourage staff to consider flexible working arrangements.

1.2. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress.

1.3. Therefore we want to support its employees achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

1.4. Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

2. Hybrid working

2.1. We embrace a hybrid working model, allowing employees the flexibility to work both remotely and in the office.

2.2. To maintain a sense of collaboration and teamwork, it is essential employees spend at least one day per week working from Leicester. However, employees have the option to work additional days in person based on their preferences and job requirements.

3. Personalised working hours

3.1. Understanding that each employee has unique productivity patterns and lifestyle commitments, we offer personalised working hours.

3.2. Outside of core hours agreed by relevant teams, employees have the freedom to choose their work hours, aligning with their most productive times and personal commitments.

4. Remote working equipment and support

4.1. To facilitate effective remote work, the Society will provide necessary equipment and tools for employees, such as laptops, ergonomic chairs, and other essential accessories, subject to funding.

4.2. Employees will receive a £250 work-from-home payment to support remote work setup when they first join, subject to funding.

4.3. Employees are responsible for the proper use and care of the equipment provided. Any damage or loss must be reported to an editor or coordinator.

5. Other forms of remote working

5.1. We recognise that there may be alternatives or a combination of options which are suitable to both the Society and the employee:

- Annualised hours
- Compressed hours
- Flexitime
- Home-working
- Job-sharing
- Overtime
- Part-time working
- Term-time working
- Three- or four-day work weeks

5.2. Where a flexible working arrangement is proposed we will need to take into account a number of criteria including (but not limited to) the following:

- the costs associated with the proposed arrangement
- the effect of the proposed arrangement on other staff
- the existing structure of the society
- the availability of staff resources
- details of the tasks specific to the role
- the workload of the role
- whether it is a request for a reasonable adjustment related to a disability
- health and safety issues

5.3. Alternative flexible working requests may be made formally or informally at any time to the team by any employee, regardless of time served or current circumstances.

This policy was edited by Rhys Everquill (Managing Editor) and reviewed by Megan Lupton (Communications Coordinator).

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