



Our approach to **diversity** encourages **flexibility** for alternative arrangements. This may help you achieve a **work-life balance** that supports RoS' drive for **efficiency** and **productivity**.

We recognise that each individual may require a bespoke arrangement if they are to work as effectively as possible for RoS.

## Alternative working arrangements

Anyone can make a request to change their current working pattern. Your manager will give serious consideration to any reasonable request, taking into account whether the business can accommodate it.

There are many different types of working pattern available and we will consider any reasonable arrangement. It is also possible to combine patterns.

Some of the more common working patterns include:

### Part-time working

This refers to any arrangement where you are contracted to work fewer than 37 hours per week or fewer than 52 weeks a year. Your reduction in salary is distributed equally over a 12-month period.

### Flexible working hours

You are able to undertake your contracted working hours during a four-week settlement period, with flexibility over your start, finish and break times.

### Compressed hours

You can fit your agreed working hours into fewer days. Examples include a 4 day week and a 9 day fortnight.

# Alternative working practices

## Agile Working

You spend all or part of your working hours working from home or somewhere other than your normal place of work. Occasional agile working does not normally require a change to your contract, but any regular or frequent agile working will.

## Partial Retirement

You can take some or all of your pension and carry on working. To access your pension you must be a member of PCSPS, reduce your salary by at least 20% and be over the minimum pension age.

## Career Breaks

You can take an agreed period of unpaid leave for a minimum of 6 months.

## How do I make a request?

Start discussions with your manager at an early stage and then put your request in writing, or by email, to your manager. Be clear about what you want, and think carefully about the impact your change would have on you and the business. Be ready to suggest potential solutions to any problems that may arise as a result of your request. Whatever your needs are, discuss these with your manager, who will try to accommodate you wherever they can.

## **Changes to your contract**

Once you have agreed a change in your working pattern, your manager will arrange for you to be issued with a new contract of employment. This will replace your previous contract and will remain in effect until cancelled or modified either at your request or at the request of your manager. Any proposed change should be agreed between you and your manager.

## **Effects of reduced working hours**

A reduction in your working hours will result in a directly proportional reduction in your entitlement to salary, pension, annual leave and public holidays. Any periods of unpaid leave do not count as effective service for the purposes of sick absence pay, qualifying for maternity leave/higher annual leave allowance and calculating pension benefits. A 'stop the clock' principle is operated, such that unpaid periods of absence do not accrue benefits, but those already accumulated are preserved.

## Alternative working practices

You should fully consider the implications of any change before making a request or signing a new contract of employment. Calculators are available on the HR web site to help you. Your PCS representative will also be able to give advice and guidance.

*“I work **20 hours** over **five days** so I can take **my son** to and from **school.**”*



*“I worked **part-year** to be part of the **support network** looking after **my mother**, who requires **24/7 care.**”*



*“I work **27 hours** over **three days** so that I can **balance the time** that I work with spending time **with my children.**”*

*“I work **30 hours** a week (7am-1pm, Mon-Fri) to **look after my father.**”*

*“I compress my **hours** into **four days** to **avoid a day’s commute** and to **spend time with my kids.**”*

