

## What are the types of flexible working?

As both interest in and the benefits of flexible working become more widely known, the number of reports and fact sheets about flexible working is increasing. The Caring, Working, Living Panel, made up of both employers and employment support organisations, reviewed a number of examples to consider how best to present this wealth of information to employers.

The following information is intended as a quick, visual guide to employers already familiar with how to offer flexible working solutions.

### The Legal Position

All employees have the legal right to request flexible working once they have worked for the same employer for 26 weeks.



### Part-time working

Work is generally considered part-time when employees are contracted anything less than full-time hours



### Four day week

Working four days a week for the same pay as working a full-time five day week



### Term-time working

A worker remains on a permanent contract but can take paid/unpaid leave during school holidays



### Annual hours

The total number of hours to be worked over the year is fixed but there is variation over the year in the length of the working day and week. Employees may or may not have an element of choice over working patterns



### Commissioned outcomes

There are no fixed hours, but only an output target that an individual is working towards



### Mobile working/teleworking

This permits employees to work all or part of their working week at a location remote from the employers' workplace



### Job-sharing

A form of part-time working where two (or occasionally more) people share the responsibility for a job between them



### Working from home on a regular basis

Workers regularly spend time working from home



### Flexitime

Allows employees to choose, within certain limits, when to begin and end work



### Compressed hours

The central feature is reallocation of work into fewer and longer blocks during the week

## Get in touch

Contact Rebecca Harris to find out more about this service and other support that Caring, Working, Living can offer.



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This information is included in the CIPD Examples of flexible working toolkit which can be found [here](#). It is not suggested that any one employer offers all of the options.