

Moving to flexible working: Advice for employees

We have agreed with you that you will work flexibly. We will write to you to set out the exact working arrangements, including any changes to your pay.

This advice sheet will provide you with some information and guidance on successful flexible working.

Managing workload

Your manager will discuss your workload and objectives with you, and make necessary adjustments to take into account your current working hours. Depending on the work that you do, this may mean that some work is reduced or deadlines could be extended. If you are in any way unsure about what is expected of you, please ask your manager.

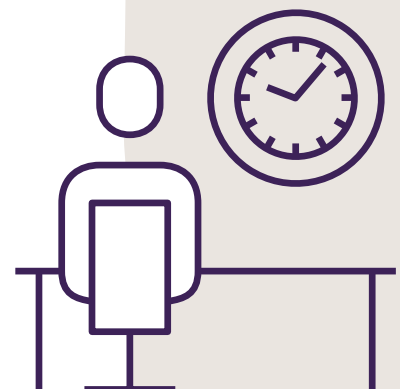
Please remember that if you are working fewer hours you will not be able to undertake the same amount of work that you normally would whilst working full time and there are no expectations that you will do so.

If you have any concerns about your workload or if you are unsure what work you should be prioritising, please contact your manager in the first instance.

Communication

Make sure to let your colleagues know about your new working pattern. Consider including your hours of work in your email signature or using an out of office message when you are not working so that you can manage expectations on response times. You may also find it helpful to share your calendar with your team.

You can minimise potential communication problems by agreeing with your colleagues how you can best update each other, as well as how any work should be handed over to others to ensure continuity. If you are sharing a job with another colleague, work with them to agree the best way to communicate with each other.



Wellbeing

Even when working flexibly, and especially if you are working from home, make sure that you continue to take regular breaks including screen breaks. You should also continue to book and take your annual leave.

Some flexible employees find it difficult not to overwork to compensate for any reduced hours. Others find that they carry on working almost as many hours as they did when they were working full time. You should ensure that you do not take on any additional work and aim to switch off fully from work during your free time. You may find it helpful to track your own hours of work to ensure you are not overworking.

If you are working from home you may find it helpful to establish some clear boundaries between work and home, such as designating a place for work or putting away work tools at the end of your working hours.

If you have any concerns or issues regarding your wellbeing, please raise them with your manager in the first instance. Please also familiarise yourself with the wellbeing activities and opportunities available to you.

