



Flexible Working: Your Guide to Better Work-Life Balance

Discover how flexible working can transform your career whilst supporting your lifestyle needs.



Why Flexible Working Matters



Work-Life Balance

Achieve harmony between professional and personal commitments.



Enhanced Performance

Boost productivity and customer service through flexible arrangements.



Employee Satisfaction

Greater job satisfaction leads to improved organisational outcomes.



Types of Flexible Working

1

Part-Time Working

Work fewer hours than standard full-time arrangements.

2

Job Sharing

Two people share one full-time role and responsibilities.

3

Flexitime

Choose start and finish times around core hours.

4

Home Working

Work remotely whilst maintaining full employment benefits.



More Flexible Options



Term-Time Working

Take unpaid leave during school holidays without losing service-related entitlements.



Annualised Hours

Distribute contracted hours across twelve months to match needs.



Career Breaks

Leave for one to five years, then return to similar position.



How to Request Flexible Working

01

Initial Discussion

Talk with your manager about your proposal first.

02

Written Request

Submit formal request detailing arrangement, benefits, and proposed dates.

03

Consideration Period

Manager reviews with HR and assesses organisational impact.

04

Decision Within 30 Days

Receive written approval or decline with clear reasoning.

When Requests May Be Declined

Operational Impact

- Work cannot be reorganised amongst existing staff
- Detrimental effect on quality or performance

Resource Constraints

- Unable to recruit additional staff
- Insufficient work during proposed periods

Business Requirements

- Unreasonable additional costs involved
- Affects customer service delivery



Ready to Explore Flexible Working?

There's no limit on requests you can make. Start the conversation with your manager today.

Need guidance? Contact **HR Unlocked** at lisa@hrunlocked.co for expert support.

Share this guide with someone who could benefit from flexible working arrangements.