

UNIVERSITY OF ABERDEEN

STATEMENT ON FLEXIBLE WORKING PROCEDURES

1 BACKGROUND

As outlined in the Equal Opportunities Policy Statement, the University of Aberdeen is committed to a comprehensive policy of Equal Opportunities in employment for all categories of employees in all areas of the institution. In this connection, the University of Aberdeen is committed to engaging in constructive dialogue with members of staff wishing to explore the possibility of flexible working practices to arrive at a mutually beneficial agreement wherever possible.

1.1 Examples of Flexible Working Arrangements

There are many forms of flexible working arrangements which you feel might be of benefit to the University and your own personal circumstances. The following list is for illustrative purposes only, and is not intended to be exhaustive:

- Part time working where you work less than the normal full time number of hours per week. A significant percentage of staff in the University choose to work on this basis. Sometimes, staff returning from maternity leave or long term sick leave choose to return to work on a temporary part time basis.
- Part year working where you work only for part of the year, but your salary is calculated on a pro-rata basis and paid for the whole year. This option is chosen by some members of staff who have school-age children and who wish to work during term-time only.
- Job sharing where 2 or more people share the same responsibilities of a full time post. You should note that you would not normally be permitted to take annual leave at the same time as your job share partner. Job share partners may be asked to cover each other's leave and, following discussion with a view to securing a mutual agreement, this arrangement might result in you working full time hours from time to time.
- Flexible working hours where you choose, within set limits, the times you start and finish work. This option is chosen by those with carers' commitments or those who are travelling longer distances to come to work.
- Career breaks where you undertake an extended period of unpaid leave from work. If you decide to take a career break, your date of continuous service with the University will not be affected.

There may be exceptional circumstances in which you may wish to request other forms of flexible working arrangements. If you would like information about any other forms of flexible working arrangements, please contact the Human Resources office on extension 3500.

2 PROCEDURES FOR REQUESTING FLEXIBLE WORKING ARRANGEMENTS

If you are interested in working on a flexible basis, either on a permanent or temporary basis, you should advise your Head of School/Section in writing in the first instance. You should note that requests for flexible working arrangements cannot be agreed if they

conflict with the operational needs of your Department or Section or the best management interests of the University. Each request will be considered on its own merits. All arrangements agreed will be for an initial period of 6 months, and will be subject to regular reviews thereafter. If it is not possible to meet your request, you will be advised in writing of the reasons for refusal. If you wish to appeal against this decision, you should contact the Director of Human Resources.

If you would like any further information about flexible working arrangements, you should contact the Human Resources office on extension 3500.