

Homeworking policy

- The Homeworking policy sets out provision for different types of homeworking arrangements.
- Homeworking will not be possible for all types of post (e.g. lab based work). It will also not be possible for certain aspects of a post (e.g. certain aspects of teaching).
- Hybrid working defines a mix of on-campus and regular homeworking.
- The policy is not intended to address the ad-hoc one-off arrangements for homeworking
- There are three types of available homeworking
 - Occasional – working from home on an informal basis, main place of work to remain as stated in contract.
 - Regular – staff have a formal agreement to work from home on a regular basis. This could be for all or part of the working week.
 - Permanent – staff has a work base at home and travels to University premises infrequently.
- Approval for regular or permanent homeworking will be reviewed on their own merits.
- The expectation is that the vast majority of posts will fall into either Occasional or Regular homeworking.
- Requests should be discussed with the line manager and application will be made using the [Homeworking request form](#)
- There will be a trial period of 3 months to evaluate if the new working arrangement works for all concerned.
- A Homeworking Agreement can be terminated, by either the staff member or the University by giving three months' notice
- All information including the full homeworking policy and request forms can be found on the University [homeworking pages](#)
- [If you have any questions, please discuss them with your line manager or HR representative.](#)