

## Contractual Working Hours Arrangements – Frequently Asked Questions

### **I am part-time – what does this mean for me?**

As part of the reduction in working week from 36.25 to 35 hours, colleagues who currently work less than 36.25 hours will have their salary re-calculated based on a 35-hour week, which means that you will receive a small salary increase.

It is not expected that your current working pattern will change and you will continue to work your contracted hours of work. *e.g., for a colleague who currently works 0.4 FTE and 14.5 hours (8:45-5pm) and is paid 40% of the full-time equivalent salary, they would continue to work the same 14.5 hours (8:45-5pm) but would now work 0.41 FTE and be paid 41% of the full-time equivalent salary.*

If you currently work reduced hours (35 hours or less), it is not expected that the hours you work will change. There may however be colleagues who wish to reduce their hours to retain the same FTE rather than receive a salary increase. Any requests for a reduction in hours, should be discussed and agreed locally in line with operational needs.

Leadership teams will track any changes to working patterns and hours effective from 1 September 2023, and notify the People Team by 28 August 2023, to ensure that HR Connect records are updated accordingly.

### **I currently work 36.25 hours per week and work non-standard hours (compressed or differing daily hours) – what does this mean for me?**

If you currently work compressed hours or work different hours on different days, you will need to consider how you reduce your working hours in line with the new 35-hour week. The change in hours should be and be discussed and agreed locally in line with operational needs.

Leadership teams will track any changes to working patterns and hours effective from 1 September 2023, and notify the People Team by 28 August 2023, to ensure that HR Connect records are updated accordingly.

### **Can I compress my hours as part of the move to the 35-hour week or do I need to complete a formal flexible working request for this?**

A request to change how and when you work your contractual hours on a regular basis, should be requested via a Flexible Working application. Your request will be considered in line with our existing Flexible Working Policy.

### **Is flexibility around when you work your 35 hours available to all colleagues, including new starts?**

Yes. Flexibility around day to day working hours, as a result of the move to the 35-hour week is available to all eligible colleagues including new starters, in line with the principles and with the requirements of the School/Service area. However, it is recognised that there will be some roles and teams that due to the nature of the roles and activity, will not be able to benefit from increased flexibility.

### **I recently put in a flexible working request which was denied, can I put another one in?**

Formal flexible working requests are considered in line with the Flexible Working Policy. If you have had a request that was not approved, you are unable to make a further request for 12 months.

However, it may be that the move to a 35-hour week will be able to support you by providing a degree of additional flexibility to how you work your contracted hours, within set parameters.



### **Will the change to 35 hours impact upon my annual leave entitlement?**

There will be no change to the number of days leave you are entitled to. Annual leave is calculated in hours and, as a result of the reduction of the working week from 36.25 to 35 hours per week, the total number of hours annual leave entitlement will reduce but you still receive the same overall entitlement.

For example, previously you would have used 7.25 hour for one day's leave, now you will only be required to use 7 hours.

### **Will the contracted hours change the amount of annual leave I can carry over this annual leave year?**

Yes, colleagues are currently entitled to carry over the equivalent of one working week (36.25 for full time colleagues). From 31 August 2023, colleagues will be entitled to carry over 35 hours (the new equivalent to one working week).

### **Will the change to contracted hours change the amount of annual leave I can buy?**

Colleagues can opt to buy up to one working week additional annual leave per leave year, pro-rated for part-time colleagues. From 31 August 2023, colleagues will be permitted to buy up to 35 hours, pro-rated for part-time colleagues (the new equivalent to one working week).

### **I am full-time and I would rather work the same pattern each day, is this possible?**

Yes, this is possible, and you should discuss a suitable pattern with your manager, based on the new contracted hours of 35 hours per week for full-time colleagues.

Based on the current 36.25 hour week, the majority of colleagues were required to work between 8.45 to 5pm, 7.25 hours per day. With the introduction of the 35-hour week, it is expected that the majority of colleagues will now work 7 hours per day, however flexibility is being offered at School/Service level on when the working day starts and ends.

### **Does the introduction of the 35-hour week change my hybrid working approach?**

There is no change to the hybrid working arrangements as a result of the introduction of flexible working arrangements. Teams should consider however, the degree of flexibility that is possible on the days that colleagues are working from home.


### **I use the flexi-time policy, what does the introduction of the new 35-hour working week mean for this?**

We are trialling a more flexible approach to working hours in line with the introduction of the 35-hour week, with the hope that this will become our new way of working.

The intention of this trial is to adopt a more flexible approach to how colleagues work their contracted hours. Where colleagues are routinely working beyond their contracted hours, it is recommended that there are regular discussions with managers around priorities and workload allocation and management.

We will continue to review the application of the flexi-time scheme throughout the trial, as this is currently only utilised by a few service areas. The added flexibility to when contracted hours are worked may lessen the need for the flexi-time policy and identify alternatives.

### **Why do you need to know my daily working hours?**



It is important that we have a record of the number of hours that you routinely work per day. For full-time colleagues who previously worked 8.45 to 5pm, this was 7.25 hours per day. Based on the 35-hour week this will now be 7 hours per day.

The working pattern that is stored on HR Connect is important as this links to absence calculations and ensures annual leave deductions are accurate, based on hours worked on the day of requested leave, which may differ for those on part-time and compressed hours contracts.

**What is the difference between the Flexible Working Policy and the Contractual Working Hour arrangements in line with the move to the 35-hour week?**

All colleagues (who have been employed for a minimum of six months) have the right to submit a flexible working application. This is an application to formally change the contracted hours, work pattern or location of your work. The process and guidelines are detailed in the Flexible Working Policy.

The Principles for Contractual Working Hours arrangements have been developed to support the move to the 35-hour week and create greater flexibility for colleagues. This is a non-contractual arrangement which aims to offer additional flexibility whilst ensuring that operational needs are met.

**How does the change impact on my lunch break?**

Working hours per week will become 35 hours per week and these are the contracted hours when you should be undertaking work and therefore excludes any lunch periods.

Lunch periods are unpaid and are normally one hour paid per day with a minimum requirement of a 30-minute break per day. If you routinely take less than one hour per day, this should be agreed with your manager.