

FACULTY OF MEDICINE AND HEALTH
FLEXIBLE WORKING ARRANGEMENTS

INTRODUCTION

1. In addition to the University's flexible working policy the Faculty has agreed that all requests made by staff to reduce their hours will be granted with a guarantee of returning to their original contracted hours within a 5 year. Note you do not have to be working full time to benefit from this arrangement.
2. This arrangement applies to ALL staff employed within the Schools of Medicine, Healthcare, Psychology, and Dentistry.
3. This policy does not replace the University policy on flexible working.
4. In order to make a request under these arrangements you must have been employed by University of Leeds for 6 months or more.

PRINCIPLES

5. This is not an application process - all requests will be granted.
6. It is not the responsibility of the individual to arrange cover for the reduction in hours
7. Changes in hours will normally commence with effect from 1 October each year.
This is to allow Heads of Institutes and Schools to plan accordingly

PROCESS TO REQUEST A CHANGE

8. Requests must be made in writing by completing form FW1 (this year) to the Head of Institute/Schools by 28 February each year.
9. Before submitting a request you should have a discussion with your HoS/HoI. This discussion may include how your reduction in hours will be covered.
10. Requests must state current working hours and the hours you wish to work and if known for how long you wish to work reduced hours if less than 5 years.
11. The form will be signed off by the Head of School/Institute and a CV1 should be completed to implement the changes
12. New arrangements will be confirmed in writing by 30 June each year and will be in place for 5 years unless a different time period is requested.

CHANGES TO THE APPLICATION

13. Any change in the agreed arrangement can be requested through the system above
14. Normally any changes will only be implemented wef 1 October each year.

CLINICAL STAFF

15. Prior to making an application clinical staff should have a discussion with their clinical managers.
16. The University of Leeds can only agree to a reduction in hours in academic PAs not clinical PAs

REVIEW

17. This process will be piloted across the Schools of Medicine, Dentistry, Psychology and Healthcare this year.
18. These arrangements will be reviewed by the Faculty HR team in September 2016

Faculty Head of HR

September 2015