

Everyday Flexibility

Everyday Flexibility is a commitment that we will provide you with the flexibility you need for short, ad-hoc events if you are able to make up the hours somewhere in the week.

Who might this appeal to?

Anyone who has an ad-hoc short-term need to take some time off during working hours.

Key information

There are three broad categories we know colleagues use Everyday Flexibility for and we wanted to provide more clarity on these:

1. Ability to manage individual lifestyle needs for an hour or two e.g. leaving early to attend an evening class or volunteering. The expectation is that hours are worked **across the week**.
2. Ability to flex the working day to manage life needs for an hour or two when they arise (**ad-hoc**) e.g. medical appointments, taking the car for an MOT or attending a parents evening. The expectation is that hours are made up **across the week**.
3. Unplanned emergency needs, life's complicated and when something happens, we'll flex around you e.g. a call from the school to collect an ill child, a home being broken into or a relative hospitalised. **We do not require these hours to be made up.**

Does it need line manager approval?

Yes, you should give your line manager as much notice as practically possible. We understand this will not always be possible for unplanned emergency needs.

| With effect from | Available to | Capture on Workday |
|------------------|----------------|--------------------------|
| July 2023 | All colleagues | Only for emergency leave |