

Flexible summer

Relaxing the need for hybrid working colleagues to work from an office 40% of the time over the summer holidays but ensuring that we continue to deliver our best every day.

Who might this appeal to?

- ✔ Colleagues with young families to support with some of the school holidays.
- ✔ Those who may want to be closer to home during summer.
- ✔ All of us to make the most of logging off and enjoying the warm weather without commuting.

Key information

- ✔ For 2023, this covers the last two weeks of July and all of August.
- ✔ This is not about colleagues taking responsibility for children or other dependants when they are working during this Flexible Summer period. This is simply about making it easier for them to be around at the start and end of the working day.
- ✔ Team events and collaboration days may still run over this period. Whilst there will be more flexibility, if managers need their team to come together, colleagues will be expected to come in.

Does it need line manager approval?

- ✔ Yes – you must notify your line manager in advance that you plan on adopting this.
- ✔ If requested, you are still required to come into the office to meet business and customer needs.

With effect from	Available to	Capture on Workday
Summer 2023	All hybrid workers	No