

# Compressed working: moments that matter

Up to six months compressed hours to help colleagues going through challenging moments in their lives.

## Who might this appeal to?

Any colleague going through a Moments that Matter. Examples include a divorce, bereavement activity for a close family member, a material change in financial circumstances, a significant operation, a child suffering from mental health issues, taking on a new caring responsibility for a family member, unexpected changes to childcare etc.

## Key information

- ✓ This arrangement is not available where colleagues work shift patterns, e.g. Branch and most telephony teams.
- ✓ The offering is limited to three patterns:
  1. Nine-day fortnight
  2. Four-day week
  3. Reduced hours - extend working day up to a maximum of eight and three-quarter paid hours.
- ✓ Agreeing the most suitable day for the colleague to be off work should be done jointly wherever possible.
- ✓ This opportunity is available to both full-time and part-time colleagues.

## Does it need line manager approval?

- ✓ Yes, colleagues will need to complete a flexible working request with an agreed end date of no more than six months. The revised working pattern will also need to be captured on Workday. The request will be reviewed against the needs of the team and business.
- ✓ This request will also need line manager +1 approval.

With effect from	Available to	Capture on Workday
01 January 2024	See key information above	Yes