

Compressed working: long-term conditions

Compressed hours for colleagues with long-term conditions that require compressed working as a Workplace Adjustment.

Who might this appeal to?

- ✔ This compressed option is for colleagues with disabilities, which includes physical, mental health and neurodiverse conditions, whereby a compressed arrangement is a reasonable adjustment based on the barriers they face due to their disability.
- ✔ Workplace Adjustments are for colleagues with disabilities who feel they meet the Equality Act 2010 definition of disability.

Key information

- ✔ This arrangement may be difficult to accommodate where colleagues work shift patterns e.g. Branch and most telephony teams. Colleagues and line managers will need to work together to identify adjustments that work for colleagues, our customers and the team.
- ✔ Colleagues will make their request via a Workplace Adjustment request in Workday.
- ✔ The offering is normally 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.
- ✔ This adjustment is available to both full-time and part-time colleagues.
- ✔ Once agreed, the colleague and line manager will need to complete the Workplace Adjustments Passport. This will be reviewed at the colleague's Your Best check-ins.

Does it need line manager approval?

- ✔ Yes, colleagues will need to complete a flexible working request with an agreed review date (annually, or more frequently as required) and the revised working pattern will need to be captured on Workday.
- ✔ Where appropriate the request can be supported by a recommendation from the Occupational Health team.
- ✔ This request will also need line manager +1 approval.

With effect from	Available to	Capture on Workday
July 2023	See key information above	Yes