

Compressed working: new parents

Compressed hours for new parents to support with childcare up until the child's second Birthday.

Who might this appeal to?

New parents returning from maternity/paternity and adoption leave.

Key information

- ✓ This arrangement is not available where colleagues work shift patterns, e.g. Branch and most telephony teams.
- ✓ Colleagues can utilise compressed working up to their child's second birthday.
- ✓ The offering is limited to three patterns:
 1. Nine-day fortnight
 2. Four-day week
 3. Reduced hours compressed - 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 with the line manager, wherever possible, ensuring the needs of the business and our customers are prioritised.
- ✓ Where we employ both parents, they are both entitled to compressed hours.
- ✓ 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 and the revised working pattern will need to be captured on Workday.

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