



Sussex Community
NHS Foundation Trust

flexible working





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Introduction

As a Trust we recognise that our workforce is our most important asset, supporting us to deliver excellent patient care to our local communities.

SCFT is committed to supporting and promoting staff health and wellbeing, and an important aspect of this is ensuring that there are mechanisms in place to help staff achieve a healthy balance between work and personal priorities. This balance gives our staff space to manage family and caring commitments, pursue lifestyle interests and further education, manage their health, and focus on their personal development.

We provide flexible working opportunities for all our staff wherever possible, and we are keen to create a culture where everyone feels able to request flexibility. We have developed this brochure to help staff understand more about flexible working, explaining what flexible working entails, the different types of flexible working available, and how to request flexible working.



Flexible working

A flexible working arrangement is an agreed change to a member of staff's existing work pattern. Flexible working requests and arrangements can be informal or formal, and are usually reviewed at regular intervals to ensure that they are working well for both the individual and the service.

Any staff working substantively within the Trust can make a request for flexible working.

Flexible working requirements will be different for each person based on their individual circumstances. For example, some flexible working requests will only be for a few weeks, while others will involve a long term change to existing work patterns.

How to request flexible working

If you want to request flexible working, or discuss what options might be available, you should start by discussing your needs with your line manager. You can also contact the Human Resources team for advice on the different types of flexible working available to you.

The Trust's Flexible Working Policy and Flexible Working Process provide more detail on making requests. You may also want to look at our Employee Leave Policy, which explains different types of leave arrangements including annual leave, special leave and parental leave.

Types of flexible working

Part time

Working part time is where an employee works anything less than full time. Part time hours are a great way to balance work and other commitments.

Annualised hours

Under an annualised hours agreement the employee has a total number of hours to be worked over the course of a year, but the number of hours they work week to week and month to month may vary according to their needs. Annualised hours are agreed between the employee and their manager, and the employee's salary is still paid equally over each 12 month period.

Term time

Employees working on term time only contracts work during the school terms, usually 39 weeks of the year, and have time off during the school holidays. Again, salary is paid equally over each 12 month period, so the employee receives the same amount every month.

Working from home

An employee can arrange, with their manager, to work from home for specified reasons at agreed times. This is usually a short term solution, for example when working from home might help with balancing health needs or changes in personal circumstances. In general, the Trust does not have employees based at home on a permanent basis.

Flexitime

A flexitime arrangement allows flexibility around an employee's start and finish times within their team's core service hours.

Compressed hours

An employee can compress their contracted hours into fewer working days by working longer hours on one or more of those days. A five day week can be compressed into four days for example, or a 10 day fortnight can be compressed into nine days. Compressed hours provide employees with more days off, while avoiding a reduction in their pay.

Variations on working patterns

An employee can request to start and finish at different times on different days, or to only work on specific days.

Job share

A job share arrangement is a form of part time working where two people share a full time or part time role between them.

Employment breaks

Employment breaks can be requested when an employee needs time away from work for a specific reason. These breaks are unpaid, and can last up to 12 months.

Employee testimonials

"I work on a term time only contract, and this allows me to have a perfect balance of work and family time.

It's great to know I am free to look after my daughter every school holiday!"

Kerry Clilverd

School Health Assistant, Healthy Child Programme

"I work alongside another Team Leader, sharing a full time role by splitting it into two part time roles.

It's worked really well - we have developed good communication skills, ensuring that everything runs smoothly, and that we are always aware of any changes within the work setting."

Sara Dodd

Team Leader, Butterfly Nursery

"Flexible working helps me to manage my work/life balance, and it has had a significant impact on reducing my stress level."

Denise Harris

Organisational Development Business Partner

“Four years ago, I sustained some injuries that led to me being off work for some time due to a complicated recovery.

On my return to work, I was very well supported by the Occupational Health Nurse, and my manager and colleagues. It was recognised that getting back to work was very important to me, not just for financial reasons but also to give me a definite purpose.

With an agreement between myself, my manager and Occupational Health, I returned to work on reduced hours and a role that was a mix of clinical and non-clinical work.

Since returning to work with adaptations within my role and working reduced hours, I have not had any sickness absence.

I am so pleased that I have been able to strike the happy medium in my work/life balance to enable me to achieve this.”

Yvonne Palmer
Senior Physiotherapist, Responsive Services



Flexible retirement

Supporting staff through the retirement process is important to us at SCFT.

Flexible retirement options allow the Trust to be flexible about the age staff choose to retire, how long staff can take to retire, and the nature and pattern of their work leading up to retirement.

Benefits can vary depending on what year you joined the NHS Pension Scheme.

If you are thinking of retiring or want to plan for the future, why not attend one of our retirement seminars?

Retirement seminars

We offer retirement seminars with our partners Oak Tree Finance, helping staff to successfully plan a retirement that suits their lifestyle.



[The Pulse > Working Life > Human Resources > Retirement](#)

Flexi retirement options and how they work:

Step down

Staff can step down to a different role, reducing their level of responsibility while remaining in NHS employment.

Wind down

Staff can wind down to retirement by remaining in their current post but reducing the number of hours or days they work.

Retire and return

Members can request to retire, claim their pension benefits, and then return to NHS employment.

Draw down

Members can claim part of their pension benefits and continue in NHS employment.



Useful resources

Human Resources



01273 242227 option 4



sc-tr.humanresources@nhs.net

Policies and Procedures library



[The Pulse > Our Trust > Trustwide Policies and Procedures](#)

Health Assured

Our 24 hour employee assistance programme offers confidential and convenient counselling and advice around a wide range of issues.



[The Pulse > Supporting You > Health Assured](#)

Carers UK

Comprehensive advice and resources for carers.



www.carersuk.org/help-and-advice/get-resources/our-factsheets



Excellent care at the heart of the community