

School of Mathematics Flexible Working Statement

In addition to the University's Flexible Working Policy, a School Flexible Working Procedure was introduced in 2014. This policy allows colleagues to reduce their working hours for a period of time and then to revert back to original contractual arrangements at some point in the future, should it be required. The intention of this policy is to extend beyond the University's Flexible Working Policy in its support of colleague's work-life balance at whatever stage of their personal life they are. It is intended for permanent academic staff; all others are welcome to apply for alterations in working arrangements through the University's Flexible Working Policy.

In order to apply for a change to your working arrangements under the School's Flexible Working Procedure, an application must be made to the Head of School for consideration for the next academic year. Normally, applications will be invited in January each year to take effect from the following August. Applications at other times can be considered on a case by case basis.

All applications must contain the following information:

- **Name:**
- **Job Title:**
- **Department:**
- **Contract end date (if applicable)**
- **Current working arrangements/patterns:**
- **Requested working arrangements/patterns:**
- **Provisions that may be needed to accommodate request:**
- **Date you wish to commence the new arrangement:**
- **Any other information that you believe will help the School support your request:**
- **End date of arrangement (if know):**

All requests will be acknowledged within 14 days of receipt and a meeting to discuss your request will take place within 28 days with the Head of School and/or Head of Department, School Administrator and Director of Student Education. This meeting is intended to be an informal discussion, but you are more than welcome to bring with you your trade union representative, or a colleague employed by the University of Leeds.

Following the meeting you will be notified in writing of the outcome.

Although we want to promote flexibility within the School, not all requests can be accommodated. In these situations you will be given an explanation as to why it cannot be accommodated and the School will look to see if there are any other arrangements that might suit both parties before declining an application.

In order to revert to your original contractual arrangements 3 months' notice must be provided in writing to the Head of School.

If you have any questions about these arrangements or how to apply please contact the School Administrator.