

## **School of Physics & Astronomy**

### **Statement on Family Friendly Working Arrangements**

This statement is intended to complement the relevant University of Nottingham policies (see the HR website) and in all cases the University policy takes precedence. The aim of this statement is to make sure that all staff are aware that the School has a positive attitude to family friendly working arrangements and to highlight some areas where we enhance that provision.

This statement is based on the assumption that:

- Flexible working may be of benefit to all staff, but will particularly encourage an increase in the representation of women in physics.
- It is to the benefit of both the institution and the member of staff that both act in a reasonable and flexible manner.
- Most people will want to take advantage of flexible working arrangements at some stage in their lives for a variety of reasons. However, in considering each request the School will balance the impact of the requested arrangement against the needs of the School, including the impact on other members of staff.
- Flexible working arrangements that are considered part of a reasonable adjustment for a disabled member of staff will be addressed through a separate process. This should be discussed with the Head of School or the School's HR adviser in confidence.

Although priority will always be given to statutory process, the School will always try to accommodate reasonable requests. It is anticipated that flexible working arrangements will initially be negotiated with a supervisor or line manager, but all formal requests for flexible working must be made in writing to the School Manager using the appropriate University format. This will allow progress in this area to be monitored and ensure consistency in decision making.

#### **Part-time working**

The School is very supportive of requests to work part-time, and has always been able to agree to such requests.

If a member of the teaching staff elects to work part time, the target for their teaching duties allocation per year (i.e. the average teaching duties for a FTE member of staff) will decrease according to their % FTE.

A member of staff who is employed part-time may subsequently request to increase their hours worked. As far as possible, the school will grant such requests, subject to the funding for the post being available.

#### **Working hours**

The University of Nottingham has a formal flexible working Policy for staff with caring responsibilities.

Beyond this, a local flexitime scheme is in operation for support staff within Physics. Research staff may work flexible hours as negotiated with their supervisor; in the case of disagreement, the final decision will lie with the Head of School. Academic staff are similarly allowed flexible working hours, subject to the requirements of their teaching duties.

To facilitate flexible working, all members of academic staff should contact the senior tutor by 1 March each year to request particular hours or to notify times when it would be difficult or inconvenient to teach. Requests will be met as far as possible, although compromises may have to be made. Once teaching timetables are established at the start of the academic year it is unlikely that changes will be possible until the next session. The Senior Tutor will monitor the effects of this arrangement and try to minimise changes to teaching duties.

School meetings are generally arranged to fit with the availability of all attendees and are held within school hours whenever possible. In the unlikely event that this is not possible, regular meetings on the same day each week and at the same time will not be held.

It is acknowledged that on some occasions it may be more appropriate for certain staff to perform their work away from campus; they will be expected to make themselves available on campus during their working hours if required.

### **Maternity Leave/Adoption Leave**

When a woman returns from maternity leave (or plans to go on maternity leave) the target for her teaching duties in that academic year will be reduced by the fraction of teaching weeks in the academic year that she was on maternity leave.

The School welcome the University's 'Keeping in Touch' days for staff on maternity leave, however there is no expectation that women will do any work during their maternity leave.

### **Career Break**

Following a career break, teaching duties will be ramped up using the same formula applied to new staff, taking into account the length of time away and the extent to which they are able to pick up their previous duties. Research or academic staff returning from a career break will be offered mentoring by someone working in a similar research field.