EVERYTHING YOU NEED TO KNOW ABOUT FLEXIBLE WORKING

The benefits of flexi and agile working can apply to everyone. Here’s what you need to know...

**THE FACTS**

**What is it?**
Flexible working is a way of working that suits you – like having flexible start and finish times or working from home.

**Who's entitled?**
All employees have the right to request it. You just must have worked for the same company for at least 26 weeks to be eligible.

**What are the different types?**
It includes part-time hours, working remotely, compressed hours (working full-time hours but over fewer days) or flexitime.

**THE BENEFITS**

- **More productive**
  Flexible working improves our engagement and performance, according to London School of Economics.¹

- **Happier overall**
  63% of us are happier if we can telecommute or work flexitime.²

- **Less stress**
  Flexi-working can help you avoid a long or busy commute or can help you make time for stress-relieving hobbies or fitness.

31% of us care more about flexi-working opportunities than an increase in salary.³

**HOW TO WORK IT YOUR WAY**

- **Try hot desking**
  Giving you more flexibility with how you work, you could try solo concentration in a work pod or a breakout space for a brainstorm. This breaks up the workplace hierarchy – helping us to share ideas.

- **Get more face time**
  It’s easier to problem-solve and collaborate when face-to-face compared to email. The optimum meeting time is 10-18 minutes, matching with our attention spans.

- **Chunk it out**
  Split your time into 25-minute ‘pomodoro’ periods, with a five-minute break after. Break for 30 minutes after completing four pomodoros. This supercharges productivity.

**4 WAYS TO INITIATE THE FLEXI-WORKING CONVERSATION**

- **Start by having an honest, open conversation with your line manager.**

- **Explore a few options together that will help you get the balance you want.**

- **Be clear about what you’re hoping to achieve with more flexible working.**

- **You could then consider making a formal request to your employer.**

"An effective agile working environment is also about employers entrusting their employees to fulfil their role.”

Angela McCabe, People Director

---

¹ Why now’s the time to embrace flexible working, 'The Guardian', 2017. ² Workplace study by Staples Advantage, study based on sample of American and Canadian employees, exjobs.com, 2015. ³ The benefits of introducing exible working, study based on sample of 1,000 employees in the UK, The HR Director, 2018

Vitality is a trading name of Vitality Corporate Services Limited which is authorised and regulated by the Financial Conduct Authority.