

WORKING ARRANGEMENTS AND FLEXIBILITY POLICY

Brief Description (max 50 words)	This policy brings together a range of working arrangements designed to support employees in balancing their professional and personal lives, while ensuring that the University continues to meet its operational, service, student, and stakeholder needs. Supporting working arrangements that are fair, practical, and appropriate to the role, the team, and the wider University.
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Equality Impact Assessment	This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This Policy is applicable as outlined in the 'scope' irrespective of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, and ethnic or national origins), sexual orientation, religion or belief, marriage, or civil partnership.

Amendment History

Version	Date	Reviewer Name(s)	Summary of changes
1.0	June 2026	Julie Burton – Chief People Officer & Jo Campbell – Deputy Director of People & OD	Consolidation of following former standalone policies into one policy covering Working Arrangements and Flexibility: Agile Working; Flexible Working; Flexi Time; Working Abroad; Flexible Retirement Clarity on the flexi-time arrangements have been made including restrictions on time that can be carried forward as a credit or debit. The amount of flexi-time that can be accrued has been reduced.

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Introduction

At the University of Suffolk, we recognise the importance of supporting effective, flexible, and sustainable ways of working. This policy brings together a range of working arrangements designed to support employees in balancing their professional and personal lives, while ensuring that the University continues to meet its operational, service, student, and stakeholder needs.

We aim to support working arrangements that are fair, practical, and appropriate to the role, the team, and the wider University. Flexibility works best when it is underpinned by trust, clear expectations, good communication and a shared commitment to maintaining effective services, strong working relationships and a positive working environment.

This policy provides clear guidance on the working arrangements available, how requests or arrangements will be considered, and the responsibilities of employees, managers, and the University. It is intended to support consistency and fairness, while recognising that different roles, teams and services may require different approaches.

There are 5 sections within this policy:

1. Agile Working
2. Flexible Working
3. Flexi-Time Scheme
4. Remote Working Outside the UK
5. Flexible Retirement

The policy does not form part of employees' contracts of employment, and we reserve the right to amend it at any time.

Scope

This policy applies to all University of Suffolk employees except for the following:

- The Flexi-Time Scheme applies only to Support Staff Band 1 – 4
- The flexible retirement arrangements apply to all University of Suffolk staff who meet the criteria for requesting flexible retirement in accordance with their pension scheme rules.

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The policy does not apply to workers, contractors, consultants, or any self-employed individuals working for the organisation.

Roles and Responsibilities

Managers

Managers play an important role in creating working arrangements that support both people and the effective running of the University. By setting clear expectations, modelling healthy working practices, and having open conversations with staff, managers help create a working environment where flexibility can operate well and fairly.

Managers should consider working arrangements and requests consistently and objectively, taking account of individual circumstances, role requirements, team needs, student experience, service delivery and the wider needs of the University. They should be clear about expectations around campus attendance, availability, communication, workload, objectives, and review arrangements.

Managers are also responsible for keeping working arrangements under review. Where concerns arise, for example about workload, wellbeing, performance, service impact, homeworking suitability or compliance with this policy, managers should address these promptly and constructively. Advice should be sought from the People and Organisational Development Directorate where needed.

People and Organisational Development Directorate

The People and Organisational Development Directorate (POD) support the University's approach to flexible, agile and effective working. POD provides guidance to managers and employees on the application of this policy and supports fair, consistent and appropriate decision-making.

POD can advise on formal flexible working requests, contractual changes, flexible retirement processes, and situations where working arrangements may need to be reviewed or changed. POD also helps managers and employees understand how this policy links with other relevant University policies and procedures, including health and safety, data protection, absence, family-friendly provisions, disciplinary, capability and travel-related requirements.

Any procedural responsibilities specific to working arrangements are set out in the relevant sections of this policy. Employees and managers are encouraged to contact POD for advice where they are unsure about process, eligibility, or the application of this policy.

Individuals

Employees are encouraged to familiarise themselves with this policy, so they understand the working arrangements available, the expectations that apply, and their own responsibilities. Flexibility works best when there is openness, trust, and a shared commitment to balancing individual needs with the needs of the role, the team, and the University.

Employees should work within agreed arrangements, maintain appropriate communication with their line manager and colleagues, and ensure that their working pattern, location, and availability support the effective delivery of their role. This includes keeping calendars and availability information up to date, taking appropriate breaks and rest, and raising concerns about workload, wellbeing, homeworking suitability, caring responsibilities, or other relevant matters as early as possible.

Employees must comply with university policies and procedures wherever they are working. This includes requirements relating to health and safety, data protection, information security, confidentiality, equipment, working from abroad, sickness absence, and the accurate recording of working time where applicable.

Employees should seek advice from their line manager or POD if they are unsure about eligibility, process, expectations, or the suitability of a particular working arrangement.

Data Protection

Any personal data collected should be held in accordance with the University's data protection policy. Data collected should be held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support.

In addition to the above, staff must comply with the data protection and information security requirements set out in the relevant sections of this policy when working remotely, from home, from public spaces or from abroad.

Related Policies

The following University of Suffolk policies / documents / resources are referred to in this policy. Links have been provided for ease of access:

- Health and Wellbeing Policy
- Travel and Subsistence Expenses Policy
- IT Policy

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SECTION 1: AGILE WORKING

This section of the policy sets out the University's approach to agile (hybrid) working, which allows relevant staff to split their time between attending University of Suffolk sites (e.g., Waterfront Campus, Ipswich, London Centre and Digitech - Adastral Park, Martlesham), Partner sites and working remotely. Remote working may include working from home or from another remote location.

Agile working is an important part of the University's approach to supporting effective, flexible, and sustainable ways of working. It supports a positive work-life balance for employees while enabling teams to work in ways that meet the needs of students, colleagues, stakeholders, and the wider University.

Agile and Campus workers

University of Suffolk roles are categorised as either 'agile' or 'campus'. Information on each is given below and can be found in the job description. Categorisation should be considered against the duties of the role and the way in which teams and individuals will most effectively carry out the duties of their role.

Campus Worker (C)

- The team or individual whose work predominantly involves face-to-face interaction with students, staff, and others.
- The nature of the job means all or almost all, of the job cannot be done unless on campus.

Agile Worker (A)

- Teams or individuals recognise what is needed to achieve the goals and can work from a location which best suits each activity (understanding that agile workers themselves cannot solely determine their pattern of working as this must meet business needs).
- Attends campus (on average / minimum 60% of working time) for team activities, face to face teaching etc. or as required to 'connect' with and support key colleagues, stakeholders, students, and line manager.
- Where direct social interaction is more effective (to internal or external 'customers'),

the individual is required to meet, to train or interact with others in person – on or off campus

- Some of the work involves using equipment, technology, or other resources.
- Some of the work is better suited to a location where they won't be interrupted or distracted.

Agile workers must maintain a regular enough presence on campus to ensure they remain:

- Connected to colleagues, recognising the importance of face-to-face contact (for themselves and others).
- Connected to the university – the campus being the heart of the university it is crucial that staff and students feel that they belong.
- Accessible in a way which suits all relevant parties, not just themselves.

Expectations and requirements of agile working

The points below set out the University's expectations around agile working:

- Agile working is based on trust. We trust our staff to choose the best times, locations, and technology for the work they are doing, whilst balancing their own needs and the needs of their team, colleagues, and internal and external 'customers' and stakeholders.
- Work is an activity and not a destination.
- Staff performance will be evaluated on the impact that is felt and the outcomes that are delivered.
- Agile working must not negatively impact the level or quality of service to customers / stakeholders / students or other colleagues.
- University of Suffolk policies and procedures apply in every location that staff work from.
- Community, connection, and belonging are central to the university and important for staff wellbeing. We will continue to provide safe office / campus spaces for staff to collaborate and connect with each other.

Split between attending the workplace and working remotely

Expected level of attendance at the workplace (campus)

The normal average required on campus attendance for all agile workers is a minimum of 60% of contracted hours (for example, for full time staff, three days on campus).

The number of days per week that each employee spends attending the workplace compared with working remotely will vary, depending on:

- the nature of their role;
- what is happening within their role and team at any time; and
- the needs of our organisation, including the space we have available at our work locations.

There will be a need for varying degrees or 'shades' of agility. As our methods of operation are determined by the work we do, the overall requirements of the School / Directorate / team and the customers that are served must drive the agility of our staff. As a result, some Schools / Directorates or teams may require individuals to have a higher on-campus presence than the average of 60% of working time.

We do not expect colleagues to be prescriptive about which days they work from campus unless they have an agreed flexible working arrangement in place. Nor do we expect working time to be calculated precisely in order to achieve the 60% minimum attendance requirement.

Part-time workers are expected to maintain a sufficient level of on-campus attendance, in line with the spirit of this policy. For example, in normal circumstances and subject to internal and external requirements:

- staff contracted to work 3 days per week would usually be expected to work 2 days from campus;
- staff contracted to work 4 days per week would usually be expected to work 2.5 to 3 days from campus;
- staff contracted to work 5 days per week would usually be expected to work 3 days from campus.

For staff who work 0.4 FTE or less, on-campus requirements should be discussed with the line manager. Regular attendance should still be maintained in line with the spirit of this policy.

Requirements to work from campus may fluctuate at different times of the month or year and all agile staff are expected to respond flexibly to the needs of the University. Decisions about

where to work should not be driven solely by personal preference; they should also take account of the needs of others including colleagues, direct reports, and stakeholders.

All staff, whether designated as agile or campus workers, may be required to attend the workplace from time to time. This means that there may be times or circumstances where full on campus presence is required in a particular week or designated period, for example during graduation, to support the induction of new staff into the team, or where project and meeting requirements mean that face-to-face working is beneficial.

Flexibility and operational requirements

Working in the spirit of this policy, we expect our workforce to demonstrate flexibility. Staff may be required to attend work on particular days at the request of their line manager or Head of Department, for example for in-person training and for meetings that have been determined as best conducted in person.

Similarly, there may be circumstances in which employees are asked to work remotely, or from another location as the University may reasonably require, when they would otherwise expect to attend the workplace. This may include:

- For operational needs, for example where too many employees are due to attend the workplace on specific days; or
- In response to government or health authority guidance, (for example in the event of a lockdown or pandemic situation where it may be recommended for employees to work from home if they can).

In such cases, staff will be given as much notice as possible.

Whilst staff may be designated as an agile worker, there is no obligation to work remotely. Provision can normally be made for anyone to work every day from campus where this is their preference or need.

Staff who are seeking additional flexibility will be asked to make a formal flexible working request, as described in the Flexible Working section of this policy.

Arrangements while attending the workplace

Working hours

Normal hours of work are set out in employees' contracts of employment. Employees should agree their usual working pattern with their line manager, including arrangements for part-time employees. The agreed pattern should be suitable for the role and meet the needs of the University.

Workspaces

The University operates a hot desking policy, whereby we provide a bank of workstations at the workplace. Hot desks are allocated on a first-come, first-served basis.

Hot desks should be left clean and tidy at the end of each day. Laptops, other equipment, and any personal items should not be left on hot desks overnight and should either be taken home or secured in a lockable cupboard or locker. As office spaces are predominantly open plan, staff are expected to work considerately and with awareness of others.

Where an individual has a specific workstation need, it may be possible to allocate a desk with the appropriate equipment and set up. In these circumstances, the desk would not be available for use as a hot desk by others.

Hot food should not be eaten at desks, to minimise disruption to others, reduce health and safety risks such as spillages, burns and damage to equipment, and encourage staff to take breaks away from their workspace.

Work areas are cleaned nightly.

Teams will generally have designated areas. However, there may be times when others from outside the team need to work from those areas, if space is available. Staff are encouraged to make use of available spaces across the estate, supporting a collaborative and adaptable working environment.

A usual team area or office being full will not normally preclude employees from working from campus; the University estate is large and includes a range of non-confidential areas and workspaces that have desks available for use.

'Quiet zones' should be respected, and general office noise should be at a level which is acceptable to all.

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Some teams work in confidential environments, making it inappropriate for members of other teams to hot desk from their designated work area. Examples may include the Vice-Chancellor's Office or the POD office. Staff wishing to work ad hoc from areas that are not their usual work area or office should check that their presence is appropriate. They should also check whether any desks need to be reserved for others, for example due to specific equipment, health and safety requirements, or reasonable adjustments.

Safe-working measures

Safety is our priority, and we encourage our workforce to let us know if they have any concerns, have identified any potential risks, or have any suggestions for further adaptations. Staff should raise concerns with or make suggestions to their line manager.

Employees have a role to play in ensuring all colleagues can work in a safe environment. Staff must follow any safe-working instructions that are issued or made available. Failure to do so may be a disciplinary matter and dealt with in accordance with the University's disciplinary procedure.

Arrangements while working remotely

Working hours and breaks

While working remotely, employees must be available and working during their normal hours of work, as set out in their contract of employment, and agreed working pattern.

Employees should be mindful of the risk of overworking. We ask employees to be mindful that they are not overworking. Downtime from work is essential, and adequate rest breaks should be taken to support wellbeing. Employees should:

- take a break of at least 20 minutes during each working day that lasts more than six hours
- factor in a lunch break or other breaks totalling at least 30 minutes when working a day longer than six hours. Lunch breaks fall outside contracted working hours, and staff should build in time to take them; and
- ensure there are at least 11 hours between stopping work one day and starting work the next.

There should be clarity about working hours on remote working days. Shared calendars, availability settings and out-of-office messages can help colleagues understand when staff are working and available. Regular reviews of the above are encouraged through 1-1 meetings.

Remote working requirements

We trust employees to manage their own time and to work the hours they are contracted to do. Agile workers are also required to comply with the following expectations:

- Employees should make themselves available during reasonable core working hours when they are needed by their team, their manager or other internal / external customers or stakeholders.
- Employees may be asked to be available at certain times to meet the needs of the business, to physically be in the office / on campus to collaborate or attend training.
- Agile working should not result in extra work for colleagues or compromise the objectives of the team.
- The University does not generally encourage work outside of usual office hours, although we recognise that there may be individual or business reasons for this from time to time. Employees are encouraged to use email scheduling / delay sending functionality where this will help colleagues manage their own working patterns and avoid unnecessary pressure to respond outside of their usual hours.
- If staff choose to work outside core or usual office hours, normally 8am-6pm, they should be mindful of the potential impact on colleagues. Support service hours generally remain 9am–5pm, and colleagues are not expected to respond during unsociable hours or outside their own agreed working patterns.
- To reinforce this, staff are encouraged to add wording such as the following to their email signature:
- *If I am sending emails outside of usual / core hours I may be working flexibly. Please be assured that I do not expect a response outside of your own working hours.
- Unless specifically agreed with their line manager and in response to a critical business need, employees will not be entitled to any overpayments or overtime if they choose to work unsociable hours or more than their contracted hours. Employees are not entitled to claim any home-to-campus expenses unless specifically agreed as part of relocation terms.
- Agile working should not be used as a substitute for Emergency Leave, or as a long-term arrangement for managing childcare, pet care or other caring responsibilities

during working time. Staff must be able to carry out their role effectively and maintain the flexibility required to meet University needs.

- The University recognises that staff may have caring responsibilities. Where these affect working arrangements, staff should discuss this with their line manager so that appropriate options can be considered, including family-friendly policies or other relevant leave provisions where applicable.
- Cameras should normally be on when joining MS Teams or other online meetings remotely unless there is a good reason for the camera to remain off and this has been agreed with the Chair of the meeting. Employees should be mindful that choosing not to use a camera can affect the experience of others in the meeting.
- Staff must actively participate in regular team meetings / huddles, 1:1 meetings and annual appraisal discussions in a face-to-face setting if deemed necessary by the line manager.
- Staff must behave in a way that supports trust, including being open and honest about their working patterns and availability.
- Unless for an authorised reason, employees are not permitted to work from abroad and indeed (apart from anyone who is undertaking University business abroad) all staff should reasonably be able to attend campus as required including exceptionally with short notice. For more details, see the Working Whilst Abroad section of this document.
- Employees must ensure that any confidential conversations are conducted in a suitably private environment whether at home or in the office. Confidential materials should not be printed unnecessarily and must be disposed of in confidential shredding bins.
- Employees must raise any concerns about agile working with their line manager without delay, including where the arrangement may be unsuitable because of an unsafe or unsuitable home working environment. In such cases, employees will not be required to work from home. The role may still be designated as agile, but alternative arrangements will be made to support a permanent campus-based working arrangement, subject to any relevant government guidance.
- Employees are encouraged to build time into their working day for physical activity where possible, to support both physical and mental wellbeing. The University is committed to supporting the health and wellbeing of staff and students, as set out in the People Strategy, and supported through the Health and Wellbeing Toolkit, which is available to all staff regardless of working arrangement.
- Employees must dress appropriately for their audience, whether in person or when appearing on MS Teams/video conferencing. No pyjamas, smoking, vaping, or

drinking alcohol are permitted on campus or on camera.

- Employees have the right to switch off from work at the end of the working day, and line managers should encourage and support this. Where there is evidence that an employee is struggling to switch off, and this is affecting their physical or mental health, more structured working arrangements may be needed. This could include clearer start and finish times, more regular campus-based working, or secure storage of work equipment overnight to help prevent excessive working. Managers must also ensure that their own actions and behaviours do not, either directly or indirectly, encourage excessive working hours or prevent staff from taking adequate rest.
- Staff should ensure their work calendar is kept up to date and visible to their line manager, immediate team, and key stakeholders, as appropriate. This enables managers and colleagues to understand when staff are working, available to be contacted, or unavailable. Staff should also consider using the availability function in MS Teams to show when they are available for calls or communication, or when they are working on focused tasks.

Homeworking

Homeworking may be occasional, regular, or designated, depending on the role, operational requirements, and any contractual arrangements in place. Occasional or regular homeworking may form part of an agile working arrangement. Designated homeworking, where the employee's contractual work location is their home, is exceptional and requires specific agreement and may involve a contractual change.

Any homeworking arrangement must be suitable for the role, the work being undertaken and the employee's home working environment. Relevant considerations may include confidentiality, access to systems and information, health and safety, equipment, communication, the ability to work effectively without direct supervision, and the impact on colleagues, students, service users and stakeholders.

Designated homeworkers may still be required to attend University premises or other locations at reasonable notice for meetings, training, supervision, teaching, collaboration, or other work-related purposes.

Meetings with students, external visitors or members of the public must not take place at an employee's home.

Homeworking taxation, mortgage, and insurance

Employees working from home are responsible for considering any tax, mortgage, tenancy, utilities, broadband, domestic cost, or home insurance implications arising from their homeworking arrangement. Employees are encouraged to investigate any likely implications before commencing any homeworking arrangement, including any requirements of their mortgage provider, landlord or home insurer. Any expenses that may be claimed from the University will be subject to the University's expenses policy.

The University has Employers' Liability Insurance which covers its legal liability for personal injury to employees while acting in the course of their employment. This cover extends to situations where an employee is working from home.

The University also has Public Liability Insurance which covers the legal liability of the University and its staff for injury or property damage to third parties caused while on University business. This cover extends to situations where an employee is working from home.

Any equipment bought and owned by the University is covered by the University's insurance, subject to any conditions relating to security and risk management. Employees are responsible for complying with these conditions. Schools and Directorates may indicate whether employees working from home are required to include University-owned items on their home and contents insurance at their own cost.

Employees working from home are responsible for ensuring they have adequate home and contents insurance, other than for items specifically insured by the University. In the case of designated homeworkers, evidence must be provided to the University that the property insurer has been advised in writing of the employee working from home and has acknowledged this in writing.

Incidents that may result in a claim against the employee's own insurance must be reported to their insurer. Incidents that may result in a claim against the University's insurance must be reported to the employee's line manager. Major incidents must be reported immediately by telephone, or as soon as reasonably practicable if the incident occurs outside normal working hours.

Sickness

When working remotely, staff should not work if they are unwell. If sickness occurs making it not possible to work, our Health and Wellbeing policy (Absence section) applies.

Staff should notify their line manager by telephone in line with the reporting requirements outlined in the Health and Wellbeing Policy.

We expect staff to be honest about their ability to work – recording sickness honestly and appropriately, ensuring rest is taken to recuperate, and highlighting where work or non-work issues may be impacting their ability to fulfil contractual requirements.

Technology and equipment

Agile workers are provided with laptops to support working from other locations.

Employees must take care of any equipment provided to them and notify their line manager / the IT department of any faults with the equipment. If any additional equipment is required, this should be discussed with the line manager. It may be necessary to undertake a workstation assessment to support this.

The use and utilisation of technology and maintenance of digital skills will be important for all staff to ensure they make effective use of their time regardless of where they are working. All staff will be required to keep themselves abreast of the technology available to them to support their roles.

A standard desk set up with either one large or two smaller screens and a docking station will be provided in all on campus office areas along with a 'one-cable' plug in to enable staff to work effectively.

Requests for technology / equipment support can be raised to the relevant department (Digital and IT / Estates / POD) via Minerva.

Reasonable adjustments and University equipment

Where an employee has a disability and requires reasonable adjustments to their home workstation, the University will consider what equipment or support is reasonable and necessary to enable the employee to carry out their duties safely and effectively from home. This may include, for example, a desk, chair, filing cabinet or individual task light. Any equipment provided by the University will remain the property of the University. Reasonable adjustments, as agreed, should be put in place as soon as reasonably practicable to do so.

Employees are responsible for keeping all University equipment in good condition, allowing for reasonable wear and tear, and must report any damage or malfunction to their line manager.

Upon termination of employment, or when equipment is no longer required, employees must return all University property including equipment, software, documents, and files. Without prejudice to the University's legal right, entry to an employee's property for the purpose of retrieving University property will be by mutual agreement and the employee must not unreasonably refuse entry where this is requested.

In certain circumstances, and with the University's agreement, the employee may opt to keep the equipment and/or furniture in exchange for payment. This will normally be based on the original cost, less depreciation, or the item's current market value as determined by the Finance team.

Health and safety

Employees should liaise with their line manager to ensure that their remote working set-up is appropriate and that they are working safely. All employees must take responsibility for their own health and safety and that of anyone else who is affected by their work (for example others in the household when work is undertaken from home). Employees should ensure that they have completed a DSE Assessment for home working and campus working, as outlined in the mandatory DSE Training module.

Employees must notify their line manager if they:

- feel any discomfort due to working remotely (such as back pain); or
- believe that there are any work-related health and safety hazards.
- have any work-related accidents occur in their home.

The line manager will escalate the matter to the Health and Safety team to consider what action can be taken.

Employees must notify their line manager if they move home or make significant changes to their home working environment, so that the suitability of the homeworking arrangement can be reviewed, and any required assessment can be undertaken.

Employees working alone at home or from another remote location should ensure they have a way to obtain support in the event of an accident, illness, or emergency during working hours. Where the work, location or circumstances create additional risk, this should be discussed with the line manager and reflected in any relevant risk assessment.

Data protection

Employees who are working remotely are responsible for keeping information associated with the University secure at all times. Specifically, remote workers are under a duty to:

- Practise good computer security, including using a unique password for their work laptop and ensure compliance with all relevant IT and data governance policies.
- Keep all hard copies of work-related documentation secure, including keeping documents locked away at all times except when in use; and
- Ensure that work-related information is safeguarded when working in public spaces, for example by:
 - positioning their laptop so that others cannot see the screen.
 - not leaving their laptop unattended; and
 - not having confidential/business-sensitive conversations in public spaces
- Keep information secure when being transported between remote locations and University premises

In addition, the laptop provided by the University must be used for work-related purposes only and must not be used by any other member of the employees' household or third party at any time or for any purpose.

Files, documents, and information must remain accessible to university staff who need them for their work. Employees must not remove, retain, or store the only copy of any information that may be needed by others, whether at home or another remote working location.

Management approach

Successful agile working relies on clear, fair, and consistent management.

Managers should:

- Encourage and role model output-based management rather than presenteeism.
- Consider and communicate with employees / teams if there is an operational requirement for a minimum level of weekly presence on campus which exceeds the usual 60% / 3 days as stipulated in this policy.
- Hold regular team meetings / huddles and 1:1 meetings which encompass Health and Wellbeing (H&WB) discussions and objective review discussions to ensure appropriate support for staff, awareness of issues, and to ensure focus on required outputs.

- Role model behaviours, flexibilities, and approach – i.e., if line managers are present in the office 8am-8pm every day, staff will not feel comfortable to work in the spirit of this policy.
- Trust staff to work appropriately within the parameters of this policy, unless there is a valid reason not to. Where concerns arise, managers should consider the most appropriate response, which may include withdrawing agile working for a period or permanently, or taking action under the relevant policy or procedure, such as the Disciplinary or Capability Procedure.
- Discourage presenteeism.
- Seek prompt advice on people-rated issues which arise – whether they relate to agile or campus workers.
- Respond promptly and sympathetically to disclosures from staff around potentially unsafe or unsuitable home working environment and plan for permanent working arrangements on campus.
- Where possible and appropriate, managers may encourage meeting-free time, such as “no meeting Fridays”, to allow staff to complete administrative tasks, reflect, plan, and manage workloads effectively. Protecting time to support staff returning from longer periods of leave with their reinduction to work would be beneficial, which should be considered on a case-by-case basis – balancing with wider team needs and work priorities. When arranging meetings over the lunchtime period, managers should ensure staff have a reasonable opportunity to take a break, particularly between midday and 2pm.

Situations in which Agile working may be withdrawn

- Agile working is not an automatic right and as such may be withdrawn:
- where an individual does not meet acceptable performance standards or needs more support on a 1:1 face to face basis;
- where an individual is failing to meet the obligations set out in or working within the spirit of this document;
- where there has been an identifiable negative operational impact of agile working arrangements including (but not limited to) reduced student experience or poor team working;
- where there has been a failure to complete a relevant risk assessment linked to agile

- working or a refusal to enable any required homeworking assessment; or
- where the individual's role changes such that agile working is no longer suitable.

SECTION 2: FLEXIBLE WORKING

Introduction

The University's Flexible Working arrangements and procedure are designed to support staff in managing their work commitments and maintaining a sustainable work-life balance. All flexible working requests will be considered consistently, fairly, and objectively, taking account of the needs of the employee, the role, the team, and the University.

Eligibility to request flexible working

Any member of staff can make a request to work flexibly at any time from day one of employment.

Entitlement to request flexible working arrangements

Staff may request:

- a change to the hours currently worked (e.g., a reduction)
- a change to the times of work (e.g., an earlier or later start or finish time)
- a change to the way in which hours are worked (i.e., compressed)

Examples of flexible working patterns include part-time working, annualised hours, term-time working, staggered hours, compressed hours, and job sharing. POD can discuss a range of options for consideration against business need.

Employees may normally make a maximum of two applications in any 12-month period.

Where an employee is seeking an informal change to their working hours or other working arrangements for a short period, the University may be able to agree a temporary change for

a specified period. This may apply, for example, where an employee is coping with a bereavement or undertaking a short course of study.

Making an application for flexible working arrangements

Employees must complete the [Flexible Working Application Form](#). It should then be sent to their line manager and copied to the POD team who will support the application process in accordance with the procedure. Details of the procedure can be found [here](#).

The line manager will aim to conclude the process within 28 days of receiving the request. The maximum period for completing the process is two months, including time for any appeal to be heard. If an extension to this timescale is needed, this can only be made with the agreement of the applicant.

The line manager will arrange a consultation meeting to discuss the flexible working request. This will normally be held within seven days of receiving the request. If this is not possible, the applicant will be informed of the reason for any delay.

The applicant is entitled to be accompanied by a work colleague or trade union representative (if they are a trade union member) at any meeting associated with their application. The meeting provides an opportunity for the applicant to explain how the proposed working arrangements would benefit them and work in practice, and for the University to consider and discuss any alternative flexible working options that may be available and suitable for the employee and the organisation.

If further clarification of the procedure is required, the applicant may contact a member of the POD team.

If the application is successful

Employees will be informed of the successful outcome of their application by letter. The letter will detail the changes to their working pattern, which constitutes a permanent or temporary change to their terms and conditions of employment.

If a request has been agreed to on a trial basis, this will be for an agreed fixed period so that the employee and their manager have the opportunity to test whether the proposed pattern is workable. In this instance the employee will receive a letter confirming the length of the trial period and the associated temporary changes to their terms and conditions.

If, at the end of the trial period and after discussion with their line manager, the working pattern is deemed successful, the employee will receive a letter to confirm the changes are now agreed as permanent. If it is decided that the trial has not worked for the applicant or for the University due to one of the reasons stipulated in the next section, the employee will revert to

the pre-trial terms and conditions immediately after the trial period expires. Employees have the right to appeal within ten calendar days of receiving written confirmation that their request is rejected.

If the application is declined

There may be circumstances where, due to business needs, the University is unable to agree to a request for a flexible working pattern. One or more of the following business grounds may give rise to a legitimate reason to decline an application:

- burden of additional costs
- detrimental effect on ability to meet customer demand
- inability to reorganise work among existing staff
- inability to recruit additional staff
- detrimental impact on quality
- detrimental impact on performance
- insufficiency of work during the periods the employee proposes to work
- planned structural changes

The appropriate business ground(s) will be stated in the letter advising the employee of the outcome together with a sufficient explanation as to why the business ground for refusal applies in the circumstances.

Employees have the right to appeal against the decision to refuse a request. The appeal must be submitted within ten working days of receiving written confirmation.

Withdrawal of an Application

The University will treat an application as having been withdrawn in the following circumstances:

- the employee notifies their line manager in writing (or email) that they wish to withdraw their application;
- the employee has failed on one or more occasion to attend a meeting to discuss their application (or to hear their appeal) without reasonable cause;
- the employee has refused to provide information reasonably required to assess the request, without reasonable cause

Should any of the above circumstances apply, the line manager will write to the employee to confirm that their application is deemed to be withdrawn and that no further action will be taken. A copy of this outcome will be held on the employee's personal file.

SECTION 3: FLEXI-TIME SCHEME

Introduction

- Flexi-time allows eligible staff to have an element of flexibility over working hours (subject to approval and operational business needs), providing some flexibility on start and finish times to support work/life balance. Additionally, it provides for additional hours worked at peak times to be taken back at a time that suits the individual, subject to the parameters of this policy.
- The flexi time scheme only applies to staff in Bands 1-4.
- The accrual of flexi-time does not guarantee immediate time off. The use of accrued hours remains subject to operational demands, staffing levels, business priorities, approval may be restricted to quieter periods to ensure service levels are maintained.
- The Flexi-time scheme is managed in line with minimum legislative requirements including, but not exclusively:
 - The Working Time Regulations (as amended) 1999 and additional provisions for Young Workers (under 18 years)
 - Health and Safety at Work Act 1974
 - Period of calculation
 - Flexi-time is calculated over a 4-week period.
 - Hours of work
- The standard working week for staff on Bands 1 - 4 is 37 hours per week. The standard working hours total in a four-week period is 148 hours.
- A standard day for flexi time purposes is 7 hours 24 minutes (adjusted accordingly for working compressed hours or part-time).

- A standard half day for flexi-time purposes is 3 hours 42 minutes (adjusted accordingly for working compressed hours or part-time).

Working arrangements

Staff participating in the flexi-time scheme have the flexibility to choose their own start and finish times, within reasonable limits, subject to prior approval from their manager. Without the manager's consent and awareness of working hours, the flexi-time arrangement will not normally be honoured.

It is important that both managers and staff work within the spirit of the scheme, considering the needs of the department and other team members and the impact on service users.

While university premises are open 24/7 to provide a flexible learning environment, access to buildings may be restricted by managers at certain times for reasons related to operational need, security, IT availability, business continuity, or other operational needs.

In accordance with current Working Time regulations, staff are required to take a minimum break of 11 hours between finishing work on one day and commencing work the following day.

In certain instances where staff are required to travel for work or stay overnight, normal break times may not be feasible. In these cases, staff are entitled to "compensatory rest," which should ideally be taken on the same or the following working day. In some cases, this rest may be taken slightly later than usual.

Lunch breaks

A minimum break of 20 minutes must be taken. These are non-work times, which will not count towards flexi-time worked. Individual lunch breaks should be agreed locally within teams.

Carry forward (Credit/Debit)

Staff are encouraged to take their flexi-time within the same 4-week period in which it was accrued. However, staff participating in the scheme may carry forward a credit of up to a maximum of 7.4 hours (pro-rata for part-time staff) or a maximum debit of up to 3.42 hours (pro-rata for part-time staff) to the next 4-week period.

Any surplus in excess of 7.4 hours will be lost. The maximum debit cannot be exceeded.

If a staff member consistently contravenes these credits or debits limits, the privilege of flexible working hours may be withdrawn, and the staff member may be required to work fixed hours.

Flexi-Leave

Prior approval for such leave must be obtained from line managers in the same way as approval for annual leave is sought.

Up to 1 working day's flexi time may be accrued per month to a maximum of 12 working days per annum (pro-rata for part-time staff).

Flexi-leave may be taken as full or half days. Up to 1 day's flexi-leave may be taken in any one four-week period (subject to approval).

Recording of hours

Staff choosing to work flexible hours must record their working times.

Sickness/ Annual Leave and other absences

Time recorded for these days will be the normal contracted hours that would have usually been worked that day e.g., 7.4 hours for full-time staff (pro rata for part time staff).

Should the member of staff have been intending to work additional hours on a day which they were unable to work due to sickness or other form of leave, then the daily hours recorded will be at the normal contracted hours total (e.g., 7.4 for full-time staff, pro rata for part time staff).

No additional hours will accrue for any periods of absence (sickness, annual leave, or any other leave i.e., family friendly)

Doctor/Dental/Hospital appointments

Hospital, doctors, and dentist appointments must be taken outside core hours. Where exceptional circumstances dictate, and an appointment is taken inside core hours, the time taken must made up, or taken as holiday or unpaid leave.

Antenatal appointments may be taken in core time, employees would not be expected to work additional hours to make the time up for attending the appointment. However, where possible and to avoid disruption, employees should try to arrange appointments for either end of their working day.

Copies of appointment letters may be requested.

Maintaining the integrity of the scheme

These arrangements reflect the University's trust in its staff to manage their time responsibly. To maintain the benefits of the scheme for everyone, it's important that staff use flexi-time in line with its intended purpose. Where the scheme is not followed in spirit - for example, if significant credits or debits are regularly carried forward - the option to work flexibly may be withdrawn, and fixed working hours may be reinstated. Deliberate falsification of working hours is a serious matter and may be treated as gross misconduct under the university's disciplinary procedures.

SECTION 4: REMOTE WORKING OUTSIDE THE UK

Introduction

Usual work activities that should normally be carried out from the employee's contractual base should not be undertaken abroad, except where there is a 'permitted activity' with a valid requirement to take place overseas. This may include attending or speaking at conferences abroad, undertaking agreed research abroad, or international travel on official University business.

Although technology may enable certain work activities to be undertaken from outside the UK, not all University digital systems or services are available or suitable for use overseas. Working from outside the UK may also introduce increased information security and data protection risks.

In addition, the University cannot normally facilitate or support working from abroad outside of permitted activities because of the complex legal and compliance issues that may arise.

Working outside the UK

Allowing staff to work outside the UK can create significant tax, social security, employment law and compliance issues for the University and the employee. Each country has its own legal and regulatory requirements, and specialist legal advice may be required.

Potential compliance issues associated with international remote working include:

- The proper accounting of social security and other deductions that may be due

in the overseas country where work is done.

- The proper accounting of tax and tax residence issues.
- The risk of the University creating a permanent establishment in the country where staff are working, potentially giving risk to corporate tax liabilities.
- Local employment law rights which may apply.
- Data protection and security considerations, including cross border data transfers.
- Health and safety.
- The protection of intellectual property.
- Pension scheme eligibility / pension scheme rules.
- Immigration and visa requirements.
- Insurance.

Because of these issues, and because the University's agile working framework requires staff to be able to attend campus when needed, the University is unable to operate a policy that allows staff to work remotely from other countries at their own discretion. Allowing staff to do so would create potential risk exposure for both the University and the employee. This position is consistent with the approach taken by many other UK higher education institutions.

Approval, risks, and compliance

Where there are specific reasons why an employee is required to work from abroad for a period, the University will consider these when deciding whether permission should be granted. Requests to work remotely from abroad for personal convenience reasons, for example following a period of holiday abroad or during University vacation periods, will not normally be approved.

Working from abroad is not a standard form of agile or remote working and must be approved in advance. Approval will only be granted where the circumstances are appropriate for both

the University and the employee, and where relevant legal, compliance, operational and cost implications have been considered. Approval will normally be for a strictly limited period of no more than six weeks in any year, pro rata for part-time staff.

The following sections set out the key considerations, approval requirements and practical arrangements that apply to any request or arrangement involving working from abroad.

Contract of employment

A University employee with a UoS employment contract (i.e., on UK terms and conditions) undertaking work whilst abroad in accordance with the parameters set out (i.e., no more than 6 weeks per year, pro rata for part timers) does not lose their UK employment rights abroad and their continuity of employment will be preserved.

Approval to travel

Working whilst outside the UK must be authorised by the appropriate Directorate/School. The approval form must be completed prior to any travel is undertaken.

Pre-travel health-related matters

University staff planning to work whilst abroad, should ensure that they are aware of and have had any necessary immunisations required for the country to which they are travelling / working.

Information on this can be found on the following sites:

[NHS website](#)

[World Health Organization \(WHO\)](#)

European or Global Health Insurance Card (EHIC/GHIC)

The EHIC and GHIC are free cards, and eligible individuals can apply through the [Gov.uk website](#)

An EHIC or GHIC card does not replace and should not be used as a substitute for travel insurance (see more information under 'Insurance'), and it will not cover any private medical care costs or repatriation. These cards are also time-limited, and staff should check the expiry date of their card prior to travelling.

Health, safety, and risk assessments

The guidance within this section should be read in conjunction with the Health & Safety Office's policies as appropriate.

The standards of health and safety may be very different in the country to which the employee is travelling, and it is important to note that the obligations imposed by the Health and Safety at Work Act (1974) continue to apply to employees on UK terms and conditions whilst they are working abroad.

The University retains a duty of care for all its employees whilst they are working on University business. Directorates/Schools should undertake a suitable and sufficient risk assessment in order that any identified risks can be addressed and where possible, the department can check that the arrangements for the employee's health, safety and welfare overseas are adequate. Where applicable, the safety policies and procedures of the host organisation may help to inform this assessment process.

In some cases, provision of the University's travel insurance cover will be subject to the completion of a **full and detailed** risk assessment (requirement to be checked with Finance & PMI).

It is unlikely that an employee will be authorised to work from a country where the government has advised against all travel, or all but essential travel. A full risk assessment must be undertaken before a decision is reached and the request should be referred to the DVC or COO for final agreement.

All overseas travel and work should be assessed for risk in advance of travel commencing, although not all will require a highly detailed assessment. The level of effort and detail recorded in the assessment should match the anticipated level of risk in the country of work and should incorporate both travel-related and work-related risks. Exact requirements will vary depending on the country of travel, and particular attention should be paid in cases where the UK government has advised against 'all' or 'all but essential travel' to the country/area. The UK government's [foreign travel advice website](#) should be consulted for safety and security advice within a specific country.

Details on what should be included in a risk assessment are outlined on the University's Health & Safety section on the Hub which can be found [here](#). Completion of the Staff and Student trip form, an appropriate risk assessment and approval by the line manager (or equivalent), must be completed at least 14 days prior to travel.

All risk assessments should be drafted well before travel to allow time for the information to be reviewed by the Health & Safety team and any additional information sought, if necessary. Risk assessments must be reviewed against the latest travel [safety advice from the UK government](#) nearer to the actual date of travel to ensure that the risk assessment is still current and the advice is still relevant.

The risk assessment should include details of who to contact in the event of an emergency together with the contact details and means of communication.

Foreign Office travel advice

The latest foreign travel advice, listed by country, covering an array of safety and security matters is available from the UK government's [foreign travel advice website](#). This must be reviewed regularly prior to travel to ensure there are no restrictions in place at the time of travel or expected during the period of being abroad.

Contact details and keeping in touch

Departments should check that they have the following contact details (and check that these details are correct and up to date) immediately prior to the employee travelling:

Contact details for the employee whilst abroad, and the most appropriate means of communicating.

Next of kin (ideally two contacts) who can be contacted in case of an emergency and if they so wish, a different point of contact for any other day-to-day matters arising.

Employees should be reminded that it is their responsibility to alert their department as soon as possible if their contact details change.

Insurance

Employees travelling overseas on University business (rather than as part of a personal request) should arrange adequate travel insurance cover through Finance & PMI. The Staff and Student trip form must be completed at least 14 days prior to travelling – [Staff and Student trip form](#) alongside the appropriate risk assessment. Employees will be provided with a copy of the Suffolk Travel cover summary by Finance and PMI which they should take with them when travelling. If the steps outlined in the document are not followed the employee will not be covered by the University's travel insurance policy.

Where combined business and personal travel has been approved, the University's travel insurance will apply only to the period of essential University business. Employees must arrange appropriate personal travel insurance for any personal travel approved as part of the same trip. Further information can be found in the Travel & Subsistence policy which can be found on the Hub - [Travel Subsistence Expenses Policy Jan 2023.pdf](#)

All travel insurance should include appropriate emergency medical and repatriation cover. Employees can contact the Finance & PMI Directorate for more information

Visas and immigration matters

The immigration and entry visa requirements for the relevant country of travel and/or work should be ascertained in advance of travel. The entry and immigration requirements are listed by country on the [government's foreign travel advice web pages](#).

Sponsored Staff in the UK often have restrictive clauses attached to their visa. The POD team should be contacted for advice where the sponsored worker is requesting to work outside of the UK.

Travel and accommodation abroad

Where accommodation in the country of work is needed, this should be arranged in advance in accordance with the Travel and Subsistence Expenses policy

Details of expenses and allowances are also set out in the above policy.

Management

Departments will need to agree with the employee a number of practical arrangements in relation to the management of any work undertaken whilst abroad.

The principles outlined in the Agile working guidance should also be followed when working outside of the UK, especially in relation to:

- keeping in touch
- recording working time, holidays, and sickness
- the employee's terms and conditions of employment
- providing and maintaining equipment
- data protection and information security rules
- responsibility for the health and safety of the employee

The employing department should also agree with the employee in advance how performance and regular reviews will be managed while the employee is working abroad. This could be by email, regular telephone calls, MS teams or a combination of the above.

In exceptional circumstances, there may become a requirement for the individual to return to campus upon the instruction of the Dean or Director. For this reason, the duration of travel abroad for work purposes or other exceptional reasons should be kept to a minimum.

Record-keeping

Departments should ensure that good record-keeping is maintained for all employees. For those employees who will be travelling/working overseas, it is particularly important to maintain accurate records for the following:

risk assessment documentation.

contact details for the employee, including their next of kin.

protocols for contact (for example, agreed means and frequency of contact)

Data protection and information security

Departments and employees alike should be aware of their responsibilities under the GDPR and related UK data protection legislation. Additionally, there are special rules and restrictions in relation to transferring personal data outside the [European Economic Area \(EEA\)](#). Please contact the University's Data Governance Team if you have any concerns or issues regarding data protection.

Salary Payments

Salary payments will continue to be paid into the employees UK bank account in line with the normal payroll processes.

Personal requests to work from abroad

Requests to work from abroad should be based on need and it is not expected that requests will routinely be made by individuals who may personally wish to undertake work from a different country. All staff are required to maintain regular contact with campus and colleagues and as such any requests which are not driven by the needs of the University should be exceptional.

For clarity, a request to continue to remain abroad and work following a period of annual leave or University closure will not normally constitute an exceptional reason and is unlikely to be approved.

SECTION 5: FLEXIBLE RETIREMENT

Introduction

This section sets out the University of Suffolk's approach to staff who wish to consider their flexible retirement options together with our duty to ensure implementation in line with the rules of the relevant pension scheme, either Universities Superannuation Scheme (USS) or Local Government Pension Scheme (LGPS).

Flexible retirement policy

In line with USS and LGPS retirement benefit options, the University offers flexible retirement as part of its suite of flexible working practices. This is intended to support staff in managing their work-life balance, while ensuring that arrangements remain compatible with the University's ongoing business needs.

The arrangement supports staff who wish to reduce their working hours while accessing some of the pension benefits they have accrued through an occupational pension scheme. It may also support succession planning by enabling the University to retain experienced staff on a reduced-hours basis.

Flexible retirement options are open to staff aged 55 and over who are members of either the USS or LGPS schemes. Applications are made in accordance with the rules and procedures set out below, as required by the University and by the respective pension schemes. There is no automatic right to the granting of flexible retirement and applications will be considered in keeping with the University's business needs.

The following information explains the current arrangements and is subject to change if the scheme rules are amended, as may happen from time to time. Full details of the specific scheme options are available from the pension providers, either USS or LGPS.

What is flexible retirement?

Flexible retirement is where a member of staff (age 55 or over), who is an active member of either USS or LGPS, continues to work, but on reduced hours and with a reduction in salary, in exchange for taking a pro-rata portion of their accrued pension. The agreement to reduce hours and therefore salary is a permanent amendment to contract, agreed by employee and employer.

Working Arrangements & Flexibility Policy
Version: 1.0
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Under this arrangement, employees can take a maximum of 80% of their accrued pension benefits in exchange for a reduction in contracted hours and salary of at least 20%. Staff can 'flex' i.e., flexibly retire with a reduction in hours and taking pension on a maximum of 2 occasions (whilst remaining within the 20% minimum/80% maximum), before having to fully retire should/when a 3rd application is made.

Pension entitlement will be reduced for early payment if it is drawn before the relevant pension scheme's normal retirement age. The reduction is based on the employee's age each time they flexibly retire. For example, if an employee first flexibly retires at 55 and does so again at 60, the reduction will be greater the first time than the second.

While flexibly retired, the employee will continue to accrue the benefits of the pension they have not accessed and will continue to pay contributions, building up further benefits based on their reduced hours and salary.

Eligibility to request flexible retirement

For USS, members must be at least age 55, have at least 2 years' qualifying service and receive management agreement, having applied through the Flexible Working policy to flexibly retire.

USS does not currently allow deferred members or multiple appointment members to take flexible retirement.

LGPS members must be at least age 55 and have management consent, and employees may flexibly retire if they reduce their hours or move to a less senior position with an accompanying reduction in pay.

How to apply for flexible retirement

Employees must give at least 2 months' official notice of an intended flexible retirement date to the relevant pension scheme. As a request to the university is by way of a Flexible Working application form, employees should allow sufficient time for the internal process to take place and for requests to be fully considered before a formal application can be made to either USS or LGPS. We recommend that staff start making enquiries to POD about the process at least 4 months before the intended date of start.

Employees should check the implications of the options they are considering with their pension scheme. The USS website contains useful documentation as well as a modeler to provide some quick estimates. Both Schemes allow employees access to their personal account via their portal, enabling them to view flexible retirement options illustrations.

For more specific information, USS members can log onto their online portal for a personalised estimation. LGPS members should also contact POD in the first instance. Further pension information may then be requested by the member directly to LGPS.

Employees who are unsure about the benefits available to them, or which option may be most suitable, are advised to seek independent financial advice before committing to a pension choice.

In addition to understanding the pension implications, employees may also require information about the impact of reducing their working hours on their salary and on how their role would be carried out. Employees should speak to their People Business Partner about this.

Once the financial implications of flexible retirement for both the University and individual have been explored, employees may wish to discuss their intention to apply with their line manager. They should then complete and submit a formal application to their line manager taking account of lead-in times and notice requirements. Employees are advised to apply at least four months ahead of their anticipated flexible retirement start date.

How are requests considered?

As with other flexible working requests, applications for flexible retirement must be made using a Flexible Working Application Form. Requests will be considered in the same way as other flexible working requests, and account will be taken of other staff members' current flexible working arrangements, other contemporaneous staff applications for flexible working arrangements, and the needs of the University.

The University is supportive of flexible working arrangements, including flexible retirement where this can be accommodated. However, requests may be declined where there is a genuine business reason for doing so. This may include:

- the burden of additional costs;
- a detrimental effect on the ability to meet client or service demand;
- an inability to reorganise work amongst existing staff;
- an inability to recruit additional staff;
- a detrimental impact on quality or performance
- an inability to match hours with sufficient work; and /or
- planned structural changes.

What happens if a request is approved?

Approval means that a permanent change to an employee's contract has been agreed. The employee will receive a letter from POD confirming the effective date of changes in hours and salary and associated pro rata changes on the basis that they will be flexibly retiring on the same date.

At the same time, the employee will complete the appropriate paperwork to inform their pension scheme that they are flexibly retiring and to choose their pension options. POD can advise only on the process and cannot provide advice on the financial benefits of the pension options. The above may apply on two separate occasions should an employee 'flex' twice whilst remaining employed at the University. Employees may only apply once in any 12-month period.

What happens if a request is refused?

There is no automatic right to flexible retirement, but the University will try to accommodate a request wherever possible. If we are unable to agree to an employee's request, they will receive a letter from POD confirming that outcome and the business reasons for this decision. Employees have a right of appeal in line with the Flexible Working Policy.

Employees may apply again after 12 months from the date of the application that has been refused.

If the request is refused, the employee is not able to flexibly retire. They retain their normal retirement rights i.e., to retire entirely from their job at the University and take their pension as has been accrued at the date of retirement or remain in employment on their usual terms and conditions.

LGPS – Discretionary powers in relation to flexible retirement provision under the LGPS

The Local Government Pension Scheme Regulations 2013 requires all scheme employers to publish and keep under review a written policy statement on how they will apply their discretionary powers in relation to certain provisions of the LGPS. Notwithstanding the above details of the University of Suffolk Flexible Retirement policy, the University is therefore also required to specifically state its policy with regard to the LGPS in relation to the provision for flexible retirement for Suffolk's scheme members.

The University's Flexible Retirement policy is to consider all requests for flexible retirement for staff who are aged 55 or over provided that the employee has a permanent reduction in salary

of at least 20% (and a maximum of 80%). For the purposes of this section of the policy, reference here is specifically for LGPS members. The outcome of the application is determined according to the business case and the University ensuring that there will be no adverse impact on the business.

Further information

www.uss.co.uk

USS Flexible Retirement Factsheet

www.lgps.org.uk

www.suffolkpensionfund.org/

<https://www.gov.uk/browse/working/state-pension>

www.pensionwise.gov.uk

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