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**REDUCED HOURS SCHEME**

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**1. Introduction**

1.1 The Council operates a ‘Reduced Hours Scheme’ as part of flexible working within the Council.

1.2 The scheme allows you to reduce your hours of work for an agreed period of time.

**2. When can it be used?**

2.1 You may be encouraged to stay with the Council on a part-time basis, giving you more personal time, while the Council retains your skills and experience. Reduced hours can also be used to accommodate a temporary, mid-career event or change in personal circumstances.

2.2 Reduced hours can also be considered for those who need support for disabilities or to help facilitate a return to work following health difficulties.

**3. Scheme Benefit**

3.1 The principle benefit is an opportunity to work fewer hours and have more time to enjoy leisure activities or to explore other opportunities outside the Council. This may be used to identify what you would like to do should you decide to leave the Council such as finding an alternative job/career, voluntary work or travel.

**4. Considerations**

4.1 Reducing your hours will have an effect on subsequently accrued pensionable service for those in the Local Government Pension Scheme and should be considered before take-up. However, the full-time equivalent salary is used in the final pension calculation so the effect is not as great as often believed. Advice should be sought from the Pensions section.

**5. How it works**

5.1 The scheme is voluntary and you must make your request in writing to your manager. Your manager needs to consider any requests for reduced hours working, taking into account your individual career/life plans and the needs of the service.

5.2 If your manager is unable to grant your request, the decision will be given to you in writing, clearly stating why your request cannot be authorised.

5.3 If your manager is able to accommodate your request for part-time working a change of contract letter will need to be requested and issued by HR & WD Central Services. It is important that you reach agreement with your manager on the duration of the reduction in working hours and a future review period. Temporary reduction in hours should not exceed more than six months and extensions will only be considered in exceptional circumstances such as on the grounds of ill health.

5.4 HR & WD Central Services will send you a letter which will constitute an amendment to the Statement of Particulars issued to you. Your annual leave entitlement and other benefits will be reduced pro rata accordingly. Payroll will be informed of the change and the necessary amendments will be made to your salary. You will need to sign the letter, indicating your acceptance of the terms and conditions outlined and return one copy of the letter to HR & WD Central Services.

**6. Further Information**

6.1 For further information or advice on any aspect of this procedure, refer to the HR & WD intranet pages or contact HR & WD Central Services.

HR & WD Strategy

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