

Introduction

Working Time and Flexible Working

Overview

The working time and flexible working documents defines the British Council policy on working time and flexible working, including:

- standard working hours, overtime and time off in lieu (TOIL)
- flexi time
- reduced hours
- compressed hours
- annualised hours
- job-sharing
- career breaks
- parent's contracts
- home working

Audience

This policy applies to UK-appointed staff. It can provide good practice guidance for country/territory TACOS and/or English and Exams/ OAS staff contracts, subject to local law and conditions. English and Exams staff can find more information in the 'Guide to Teaching English with the British Council'.

Responsibilities

In general, line managers, recruiting managers and members of staff are responsible for carrying out the procedures in these areas.

Policy

The flexible working patterns and contracts of employment described in detail in the documents listed in Related information are all important elements in the British Council's policy to be a good equal opportunities employer. Although a work pattern that varies from the standard work pattern (see Standard Working Hours, Overtime and TOIL) is not necessarily a right, the British Council makes every effort to accommodate its staff, provided there is no detrimental effect on a unit's function and efficiency.