



Flexible Working Policy

Why and who

Channel 4 knows that the traditional 9.30am to 6pm schedule doesn't suit everyone. If a flexible approach works for you and it works for us, let's try it! This policy explains to employees and managers what flexible working is, the law on flexible working and how to apply for flexible working.

This policy applies to all Channel 4 employees. It is not part of any employee's contract of employment and we may amend it at any time.



Flexible Working Policy

The important bits

Key things to know about flexible working

- Flexible working is any working pattern that's outside of Channel 4's office-based standard hours of 9.30am to 6pm Monday to Thursday and 9.30am to 5.30pm on Friday.
- You can apply for flexible working from your first day at Channel 4.
- Every request is reviewed but we can't guarantee it will be accepted in full or part.
- You can make two flexible working requests in a 12-month period.
- We'll review and deliver an initial outcome within 2 months of receiving your application. If extra time is needed to make a decision, we'll let you know in advance.
- If you're on any type of leave (such as maternity leave) and you request flexible working less than 2 months before you're due to return, you'll need to work your normal hours on your return while your flexible working request is reviewed.
- Requests are assessed individually and are based on business and departmental needs. If a request is agreed for one employee, it doesn't mean that all similar requests by other employees will be accepted.
- If we need to have a formal meeting to discuss your request you can bring either a colleague or trade union representative (but no practicing lawyers) to the meeting.
- All flexible working agreements have a trial period of 3 months.
- The manager must submit to 4people any requests involving a change in a person's contract and/or pay.

What is a flexible working agreement?

- A flexible working agreement is a contractual and permanent change to the working pattern in your employment contract with Channel 4.
- If approved and after a successful trial period, this is a change which you and Channel 4 are formally committing to.



Types of flexible working

There are lots of different types of flexible working.

Part time:

- you work less than 37 hours a week, excluding breaks
- your salary and holiday entitlement are adjusted, based on how much you work (pro rata) and holiday is allocated and taken in hours, not days
- you need to think about the impact on your pension entitlement

Staggered hours:

- your start and finish times may vary from the standard hours

Remote working:

- you work at home, either all the time or differently to the 60/40 way of working

Compressed hours:

- full-time hours are compressed into fewer days than previously worked
- this usually means having longer working day(s)
- pay and pension entitlements are unchanged
- holiday is allocated and taken in hours rather than days
- to make sure things are fair, managers ensure that work is distributed evenly across the department

Job share:

- two employees share the duties of one full-time role
- each works on a part-time basis
- both must be able to carry out the full range of duties
- there can't be any difference in the quality, quantity or type of work if one of the people moves to another role or leaves Channel 4 the agreement may be ended. If this happens:
 - the remaining person is offered the job on a full-time basis
 - if they decline the offer, the manager will advertise for a suitable job-share partner
 - if one isn't found, Channel 4 will try to identify a suitable alternative role for the remaining person
 - if one can't be found, their employment could come to an end



The really important bits

Talk to your manager

We suggest having an informal chat with your manager before making a formal request for flexible working. Talking to them helps both parties decide together whether you should make a formal request or if there might be better options.

Making a formal request

If you decide to make a formal request, you need to complete the [flexible working request form](#) and send copies to your manager and to the [People Enquires](#). Your request should be made at least two months before you'd like to start your proposed new working pattern.

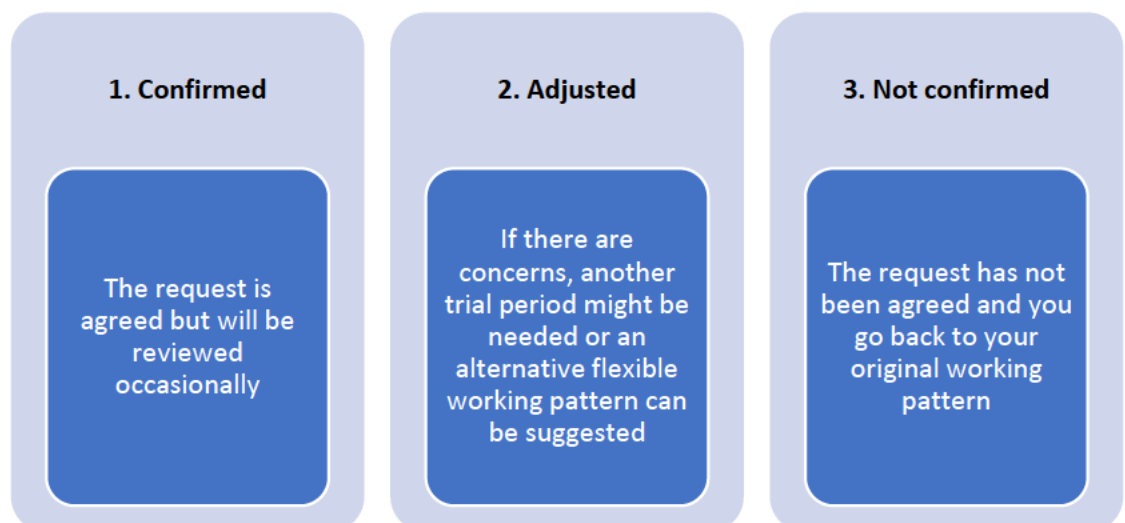
What the review looks at

The review of your request will look at lots of different things, including:

- Will it cost Channel 4 more?
- Will it make it harder for you to meet customer needs?
- Can work be reorganised between existing employees?
- Can more employees be recruited to support the arrangement?
- Will it have a negative effect on quality?
- Will it have a negative effect on performance?
- Is there enough work to do during the time the employee wants to work?
- Are there any planned structural changes?

Flexible working trial period

All flexible working agreements have a trial period of 3 months. At the end the outcome could be one of three things:





Support and related policies

If you want more information or have any questions about this policy and process, you can:

- speak to your manager
- contact the [People Partnering team](#) with specific or personal questions
- contact [People Enquiries](#)
- see if the [Appeal Policy](#) can help
- see if the [Holiday Policy](#) can help
- see if the [Sabbaticals Policy](#) can help

Frequently asked questions (FAQs)

What happens to my contract if my flexible working trial has finished and everything went well?

If you successfully complete the trial period, your employment terms will change so they match the new arrangement. Your salary, annual leave entitlement, including Bank Holidays, and some benefits may change. More information can be found on [your benefits webpage](#) or you can contact [People Enquiries](#).

Is the change permanent?

Yes, it is, but if you need to, you can submit two requests in a 12-month period. Things may also change over time, and if we have a lot of people in one department who want to work flexibly, we might need to review your arrangement to see if it's still working for everyone. We will always talk to you about any changes that might need to be made.

What happens to my pay and holiday?

Your annual leave and bank holidays will be adjusted based on how much you work (pro rata). If you work fewer than the standard 37 hours a week, your holiday allowance will be shown on 4People in hours. This makes it easier to see what your annual entitlement is, including for Bank Holidays.

What happens if I have a flexible working arrangement but I get a new role or a promotion?

Flexible working arrangements are specific to your current role and department. If you change role, your previous arrangement won't just carry over. You need to submit a new request, and we're happy to discuss this process.

We encourage you to update your [Inclusion Passport](#) when your role changes. This way, any support and adjustments you need can be discussed with your new manager.



What happens if things change and I don't need to work flexibly anymore?

No problem! Just submit another flexible working request and work through the process again.

My flexible working request has been accepted but it's halfway through the year. What does that mean for my annual leave?

Your future annual leave and bank holidays will be adjusted based on how many hours you work from the date of your change. Any leave you had before the change will be calculated at the rate of your old working hours contract, and you can still use it.

I'm in the trial period, but the arrangement isn't working as I expected. What should I do?

This is why we have the 3-month trial period. It helps both you and us see if the new arrangement will work in practice. During your catch ups with your manager, talk to them about how you're feeling and about any concerns or thoughts you have. That way we can continue to support you.

I started my maternity leave and I'm due back in 5 months. Before this I had a flexible working arrangement in place, but now I need to change it. What do I need to do?

We encourage you to have an informal conversation with your manager before you come back to work. To set up a new flexible working arrangement, submit your request at least 2 months before your return.

Policy owner	People Team
Approved by	
Date of next review	Within 3 years