



This case study document is intended to share the experiences of employees at the University of Nottingham (UoN) regarding flexible working arrangements.

The University believes that flexible working enhances staff motivation and accommodates the diverse needs and preferences of employees by promoting better work-life balance and increasing job satisfaction.

This document aims to showcase the benefits associated with flexible working arrangements, by drawing on the perspectives of those who have had direct experience of this at UoN.

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Flexible working has allowed inclusivity of staff in a team

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Flexible working has helped me balance my wellbeing, family life and personal relationships all while feeling like I am still achieving my best in the workplace.

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Employee Experiences**

My current pattern has seen a reduction in my working hours. I now have every other Friday off.

This lets me 'save up' errands, medical appointments, and housework, so that I'm not trying to jam them in during the week and getting burned out.

The new working pattern has helped me balance work, carer duties, and childcare needs. The guidance to my line manager has been useful in letting us understand what's possible and to work within that to ensure nothing is out of kilter.

Knowing I have a shorter week helps me focus on what I need to do, and it puts a spring in my step, knowing that I'll have a three-day weekend for chores, errands, and the all-important time to recharge.

I value working for the University of Nottingham more than other universities in my area. The benefits and working environment is unmatched and it has been incredibly beneficial to be able to begin my career journey as a young mother and not feel like one was getting in the way of the other.

I have a very positive experience with flexible working and find having a supportive line manager makes a huge difference. I was originally living in Nottingham when I started in this role but moved to Warwickshire soon after. The move hasn't impacted my abilities to contribute and deliver to the team/university. I currently work 21.75 hours (.6 FTE) spread evenly between Monday, Wednesday and Friday.

Flexible working allows me to have better focus on my work in times when I am actually available. I have my child in nursery during my hours but also feel comfortable taking crucial personal appointments and scheduling work for later if need be. Flexible working has helped me balance my wellbeing, family life and personal relationships all while feeling like I am still achieving my best in the workplace.



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I work 5 days in 4 and have Mondays off which has allowed me to save on one day of childcare fees without losing any money. I know I can manage my time around my other home priorities.

I can still get access to all the other benefits of working.

I worked full-time for a number of years, reducing my hours to 0.8 fte (4 days/week) when I returned from maternity leave in 2023.

I found the process of applying for Flexible Working straightforward. I had a Teams Meeting to discuss what I was proposing and how it could work. The contractual changes were put in place ready for my return to work.

It was arranged that I would change my working hours for 2 years in the first instance. This leaves the door open to returning to full-time hours in future and was very important for my decision making.

One of the questions I often get asked is, “don’t you just do a full-time job for less pay?” I’m not sure that I do, though I can see how it would be easy to fall into that. On paper my workload is reduced by 20% compared to full-time colleagues (though the nature of academic work is that it is never finished; you can always do more). There are a couple of things that I have found that help me reduce the temptation to work beyond my contracted hours. Firstly, I spend my day off with a toddler. It is difficult to get anything else done if you have a small child in tow. Secondly, I have a fixed day off each week which has enabled me to establish a routine of not working on a specific day and (mainly) not checking my emails either.

I’ve been happy with the arrangement so far. Both my wife and I work 4 days / week which reduces our need for nursery, enables us to each spend more time with the children and adds some breathing space into typically busy life with two young children. The reduction in salary is obviously a significant cost, but for us, at this point in our family’s life, the benefits outweigh that.



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Flexible Working gives me a much better work life balance. I have worked flexibly for a year and a half now and really like it. I work Monday to Thursday from 8 am until 5.30/6pm and then take a Friday off. I haven't found it a hardship at all to work the longer days and find I can be quite productive at the start or end of the working day where it is often quieter.

My husband works on a '4 on 4 off' shift pattern so we have found that we have gained a little more time together as he often isn't off on a standard weekend but we do gain some Friday's now I have a better work pattern.

Advice from employees for those considering making a flexible working request

- ✓ Try to establish a structure (e.g. set days or core hours) to make communication and scheduling meetings with others smoother.
- ✓ Identify when you are most productive and plan your working hours around that time.
- ✓ Don't hesitate to ask, explore your options with an open mind to see what's feasible.
- ✓ Discuss your thoughts with your Line Manager and be prepared
- ✓ It's definitely worth considering