

## Mathematical Institute

### Statement on flexible working, including part-time working

The University policy on flexible working is at <http://www.admin.ox.ac.uk/personnel/during/flexible/>

This policy applies to all staff: academic, academic related and support staff. The provisions allow all staff to apply for flexible working, including part-time working.

It has in the past been the 'norm' for academic and research staff to be full-time, and so we have been exploring whether the department can do more to support staff in these groups who wish to work part-time, for example because of their parental or caring responsibilities.

Note that the University policy permits staff to request to:

- Reduce to part-time work on a permanent basis
- Reduce to part-time work on a temporary basis
- Academic staff may request to return to work on a phased basis after maternity/adoption leave (see <http://www.admin.ox.ac.uk/personnel/staffinfo/academic/familyleaveforacademicstaffandrelatedmatters/> for further details)

The department will consider all applications for part-time working on the basis of operational requirements and in accordance with the University policy. We specifically want to highlight that academic and research staff should feel able to make such applications, and that they should feel able to request to become part-time for a fixed period of time (i.e. retaining the right to return to a full-time position later on).

Another common issue for academic staff relates to the fact that many academic appointments are joint with colleges. The University policy above only applies to the departmental part of the contract. However, where helpful, the department will seek to negotiate with the college over the duties owed under the college part of the contract – aiming to cover teaching duties where necessary (as is done for holders of external fellowships).

Where staff are on externally funded contracts, the department, as part of its consideration of a request, may need to liaise with the relevant funding body to ensure that the sponsor's terms for the funding would not be affected.

There is a wide range of useful information on the [Personnel Services webpages](#) but staff are also encouraged to contact the departmental HR team:

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