

Below you'll find a list of commonly used terms to describe variants in flexible working. We'll review and update these when necessary to accommodate changes in convention and working practice.

Atypical working: Jobs that don't fit the traditional model of permanent, regular-hours employment. The main forms of atypical (or non-standard) employment arrangements are zero-hours contract workers, agency workers, self-employed contractors, and people employed on short-term contracts.

Annual hours: The total number of hours to be worked over the year is fixed, but there is variation over the year in the length of the working day and week. Employees may or may not have an element of choice over working patterns.

Career breaks: Career breaks, or sabbaticals, are extended periods of leave - normally unpaid - of up to five years or more.

Commissioned outcomes: There are no fixed hours, but only an output target that an individual is working towards.

Core hours: Core hours with flexible start and finish times.

Compressed hours: Reallocation of work into fewer and longer blocks during the week.

Employee self-rostering: A way for shift workers to choose their own upcoming work schedules.

Four-day weeks: Working four days a week for the same pay as working a full-time five-day week.

Flexitime: Allows employees to choose, within certain set limits, when to begin and end work.

Flexible working: Flexibility over where, when and the hours people work.

Homeworkers: Home working or working in another location, some or all of the time.

Job-sharing: A form of part-time working where two (or occasionally more) people share the responsibility for a job between them.

Mobile working/teleworking: This permits employees to work all or part of their working week at a location remote from the employers' workplace.

Part-time working: Work is generally considered part-time when employees are contracted to work anything less than full-time hours.

Shift-swapping: Allows an employee to request one or more of their suitably qualified colleagues work one of their shifts and, in exchange, work one of their colleague's future scheduled shifts.

Term-time working: A worker remains on a permanent contract but can take paid/unpaid leave during school holidays.

Zero-hour contracts: An individual has no guarantee of a minimum number of hours, so they can be called upon as and when required and paid just for the hours they work.

