

# Flex your Life at LUHFT

Your Flexible Working support offer



Liverpool University Hospitals  
NHS Foundation Trust

## WHAT

What is Flex your Life at LUHFT? Flex your Life at LUHFT is an offer to enhance Flexible Working (or commonly known as Flex) across the trust, helping colleagues to have greater choice in how, where and when they work. We want to create happy and healthy teams who are connected to the work they do, and you've told us that having opportunities for flexible working is essential to having a healthy work life balance.

What are some of the opportunities for Flex at LUHFT? There are many different types of Flexibility on offer at LUHFT, which could involve either informal or short-term arrangements to help you stay well or could be formally agreed and result in a permanent change to your role and contract. Not all roles within the trust will be suitable for every type of flexibility, but we'll be open and honest with you and work together to find alternative solutions where possible. Here are just some of examples of working flexibly at LUHFT...

## Your offer includes

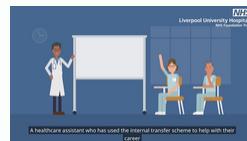
- New Flexible Working Policy and process.
- Supportive guides for managers and colleagues.
- Step-by-step guides on using ESR.
- Training for managers and colleagues.



A nurse working full time who reduces their hours so that they can spend time with their new baby.



One of our pharmacy technicians who has a set shift pattern to work weekends to help them study part-time.



A healthcare assistant who uses the internal transfer scheme to help with their career development.

## HOW

How do I make a Flexible Working Request? All colleagues can request flexible working through ESR, followed by a chat with your manager about how this might work. Our Employee Guide takes you through the steps

Other examples could include; shift swapping, TOIL, Home and agile working, compressed hours, annualised hours, job sharing plus loads more!

It is important to live by our trust values. Your manager may have other requests from other members of your team and will need to be caring, fair, and respectful of the fact that everyone has different needs, lives, and circumstances. It may be that your team needs to come together to discuss innovative ways to make your request work.



Check out all information through our Staffhub or on our staff app by scanning our QR code here!