Part Time Working

Purpose

This policy provides guidance in relation to part time working, including key principles and points for consideration.

Key Points

- This policy is applicable to all functions within the business. All references to People Manager relate to the individual responsible for People within the function.
- Part time working means working fewer hours than a full time colleague.
- Job sharing may be explored as a way of accommodating a request to work part time. For further information on job sharing refer to the Job Share Policy.
- All requests for part time working will be given fair and reasonable consideration in line with the Flexible Working Request Policy.
- Where appropriate, pay and benefits will be calculated on a prorated basis.
- Part time colleagues are protected from being treated less favourably than equivalent full time colleagues.
- Any decision will take account of the impact upon the business which may vary upon the format, size and function.

Managing the Policy

- All requests to work part time must be dealt with formally subject to a Flexible Working Request form being submitted and reviewed in line with the Right to Request Flexible Working Policy.
- Part time working patterns may vary e.g. colleagues may request to reduce the number of days they work in a week, the number of hours they work in a day or both.
- The Flexible Working Request form must be submitted to the colleague's line manager to be considered in line with the formal process.
- Should the request for part time working be approved the line manager must update the colleague's number of working hours per week and complete an ad hoc pay change using the status change tile on Manager Self Service (MSS).
- Working part time will result in a change to the colleague's terms and conditions of employment to ensure their pay and benefits are adjusted accordingly.

Pay and Benefits

A colleague's pay and benefits will adjust accordingly to reflect the number of hours worked. The below table provides an outline of the changes:

<table>
<thead>
<tr>
<th>Pay, Sick Pay, Bonus, Pension, Life Assurance, Holidays (including Customary Holidays)</th>
<th>All will be prorated based on contracted days/hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday Working (Retail Managers)</td>
<td>England, Wales and Northern Ireland</td>
</tr>
<tr>
<td></td>
<td>A full time manager would normally work 17 Sundays per year.</td>
</tr>
</tbody>
</table>

Last Updated: April 2016
This will be prorated to reflect part time hours worked e.g. a manager who reduces their working time from 45 hours per week to 30 hours per week would work: 17/45 x 30 = 11 Sundays per year.

**Scotland**
A full time manager would normally work 21 Sundays per year. This will be prorated to reflect part time hours worked e.g. a manager who reduces their working time from 45 hours per week to 30 hours per week would work: 21/45 x 30 = 14 Sundays per year.

| **Company Car/Allowance** | A deduction will be made from the colleague’s salary to contribute towards the lease cost of the car.  
|                           | This amount is based on contracted hours and the benchmark lease cost of the car.  
|                           | The cash allowance will be prorated based on contracted hours.  
|                           | For further information contact the People Manager or Reward Team at Asda House.  |
| **Sharesave**             | Contributions may be suspended for up to 6 payments.  
|                           | Beyond this point the scheme will lapse if payments cannot be made.  
|                           | The contribution levels cannot be adjusted, therefore if the payments cannot be sustained from prorated earnings the scheme should be cancelled and contributions will be returned.  
|                           | For further information contact the Reward Team at Asda House.  |

**Frequently Asked Questions**

**What is the minimum amount of hours a colleague can work?**
This may differ depending on the needs of the particular area of the business. Ultimately, it is the manager’s responsibility to determine what arrangement best suits the needs of the department.

**Can any role be worked part time?**
Not all roles may be suitable for part time working, however all requests will be given full consideration.

**Can a colleague stay in their existing role but work part time?**
If a colleague wishes to remain in their current role and requests part time working, it may be that job sharing is considered as a way of accommodating the request. For more information refer to the Job Share Policy. Sometimes the existing role can be worked part time without job sharing, such requests would be considered in line with the colleague’s flexible working request.

**Can a colleague reduce their hours and still work five days a week?**
Part time work can be based on a range of working patterns. This may be based on a reduced number of hours each day over a full working week, a reduced number of days in a working week or a combination of both. The most suitable arrangement for both the colleague and the department should be discussed and agreed between the line manager and the colleague.

**Can a colleague temporarily reduce their working hours?**
A temporary change to hours may be requested under the My Lifestyle section of the Additional Leave Policy. My Lifestyle enables colleagues to temporarily reduce their hours
for a period of up to 12 weeks. This will still mean a change to the colleague’s terms and conditions (including pay etc) however this will only be for a period of up to 12 weeks.

A colleague has been working part time following a flexible working request but now wishes to increase their hours after only working the new arrangement for 6 months. Should this request be granted?

Colleagues do not have a legal right to make a further request for flexible working during a 12 month period. However, depending on the reason for their request and if the business can accommodate the change, this may still may be considered and agreed to. This may however, result in the colleague moving roles if their current role cannot accommodate the change.

How will my customary holidays be affected? (Home Office colleagues only)

For Retail Manager entitlements refer to the Managers Handbook.

For part time colleagues, customary holiday entitlement is on a prorated basis. The below table shows what the prorated entitlement would be based on the number of contracted days. Where the entitlement is not in full days, it will be rounded to the nearest half day entitlement – see worked examples below.

<table>
<thead>
<tr>
<th>Number of Days Contracted</th>
<th>Customary Holiday Entitlement (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.6</td>
</tr>
<tr>
<td>2</td>
<td>3.2</td>
</tr>
<tr>
<td>3</td>
<td>4.8</td>
</tr>
<tr>
<td>4</td>
<td>6.4</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
</tr>
</tbody>
</table>

The days on which the customary holidays fall can vary from year to year and may not fall on every colleague’s contracted days.

Example 1:
- A part time colleague contracted to work 3 days: Tuesday, Wednesday and Thursday is entitled to 4.8 (rounded up to 5) customary holidays. However in the holiday year no customary holidays happen to fall on Tuesday, Wednesday or Thursday therefore the colleague potentially won't receive any of their customary holiday entitlement.

- To ensure they receive their entitlement the colleague is eligible to book and take their 5 days customary holiday entitlement in addition to their base holiday entitlement. These additional holidays can be booked in line with the usual holiday booking process.

Example 2:
- A part time colleague contracted to work 4 days: Monday, Tuesday, Wednesday and Thursday is entitled to 6.4 (rounded up to 6.5) customary holidays. In the holiday year only 5 customary holidays fall on the days they are contracted to work.

- The colleague potentially won't receive all their customary holiday entitlement so will be eligible to book and take the remaining 1.5 holidays in addition to their base holiday entitlement.

Where a colleague retains a full working week but works reduced hours each day, their customary holiday entitlement would remain the same and would not be prorated.