

Changing working patterns fact sheet (CWP3) Flexible and shift working

Many Civil Service employers offer forms of flexible and shift working. This usually means that you work a fixed number of hours each week, but when you do these hours is up to you, within any limits set by your employer. If you work less than full-time hours, see the part time working section of CWP2.

It also covers compressed working. For example, some employers allow their staff to work full time-hours in either a four day week, or a nine day fortnight.

As compressed working does not materially change your total working hours, your pension is not affected. If you combine flexible working with any of the other options available to you, please read the appropriate fact sheet.

What happens if I vary my working hours?

classic, classic plus and premium

Each period of service will be worked out and added together to give your total pension. (These examples are based on a 36 hours week) Example

Full-time working 10 years	(10×1)	=	10 yrs reckonable service
Part-time working 6 years working 20 hours a week	$(6 \times 20/36)$	=	3.33 yrs reckonable service
Part-time working 3 years working 3 full days a week	$(3 \times 3/5)$	=	1.8 yrs reckonable service
Full-time working 8 years	(8×1)	=	8 yrs reckonable service
Total		=	23.13 yrs reckonable service

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As your pension is based on your pensionable earnings, if you increase your conditioned hours you will increase your earnings and therefore your pension, and if you reduce your conditioned hours you will reduce your earnings and your pension for the year.

This is a summary of basic scheme features. Full details are set out in the scheme rules. In the case of any difference, the scheme rules will apply.