

## Hybrid Working FAQs for Employees

### Overview

#### **What do we mean by hybrid working?**

Hybrid working means the ability to spend some time working on campus and some time working remotely.

The University acknowledges the benefits that hybrid working can bring for both the University and for employees, therefore where roles allow, and in agreement with their line manager, employees may split their time between working on-campus and off-campus (i.e. from home or other private setting).

The University also recognises that some employees may prefer to work entirely on campus even when hybrid is an option, and this preference should be fully supported wherever possible.

You can read more about our approach to hybrid working in our [Hybrid Working Guidelines](#).

#### **What do the Hybrid Working Guidelines mean for me and my team?**

The Guidelines set out practical measures, guidance and support to enable colleagues to work safely and effectively in a hybrid manner.

#### **What is the difference between hybrid working and flexible working? Can I make separate requests?**

Where roles allow for hybrid working, staff members can split their time between on-campus and remote working. Arrangements should be agreed through discussions between managers and team members, based on what enables the work to be carried out effectively. The final decision on whether hybrid working is appropriate for a particular role, and the proportion of time to be spent on campus versus remotely, rests with the line manager.

Flexible working is different. It follows a formal legal process where a staff member can request changes to when, where, or how they work under the University's [flexible working guidelines](#). Options may include compressed hours, reduced hours, or term-time only working, and requests can only be declined for specific, legitimate reasons. Each application under this process should:

- Be considered individually;
- Provide a reasoned, evidence-based response if the request cannot be agreed to and
- Focus on the actual impact, not speculation.

For further information please speak to [your People Partner](#).



## Hybrid Working Practices

### **How much time should I spend on campus/working remotely each week?**

Where roles allow for hybrid working, heads of department and line managers, in conjunction with their individual team members will need to decide the best split between remote and on campus working to meet their team and individual objectives.

It may be that there is a clear split between face-to-face and administrative work within a team and so a regular pattern of 2 or 3 days working remotely each week could be suitable. Other options to consider could be a minimum number of days each week that staff should work in their University workspace (for example, 3 days a week); a set day working from home each week, or a proportion of working hours to be worked on campus (for example, a minimum of 40% of contracted hours each week, fortnight or month). It is recognised that different teams and departments will have different patterns to suit their requirements.

Other variations may be more suitable than a regular pattern depending on:

- individual circumstances;
- the nature of the role;
- what is happening within the role and team at any particular time; and
- the needs of the University, including the space available at the various work locations.

For part-time staff, a pro rata equivalent may be appropriate, or where this is not suitable, managers should hold a conversation on how best to balance hybrid working and business needs.

Whatever split is decided upon, it remains essential that teams and individuals maintain the flexibility to respond to changing business needs as required, such as coming to campus to provide sickness cover or meet a particular delivery need.

### **What if I don't agree with the hybrid pattern my manager is proposing / has set?**

Hybrid working needs to meet the service requirements of the department and as such any final decision on the work that can be completed off-campus and work that requires attendance on-campus lies with the line manager. However, if you don't agree with the hybrid working pattern, you should discuss your concerns with your line manager.

Your manager should be able to clearly explain the reasons for the proposed pattern and how it supports team and University objectives and review this in line with your concerns. You should also have the opportunity to share any factors that affect your ability to work effectively within the arrangement, including personal circumstances, wellbeing considerations, or practical constraints.



## Do I need to work on a hybrid basis if it's an option for my role?

It is recognised that there may be some staff for whom working entirely from campus is the best option, for example those without adequate space at home. Where this is the case, the employee should discuss this with the line manager, and the preference should be fully supported wherever possible.

## What does hybrid working mean for different teams?

Different roles will vary in how much time teams will be able to spend working remotely compared to working on campus.

### Face-to-Face / Essential Service Teams

These teams are involved in the delivery of essential or face-to-face services that need to be delivered in person so staff in these teams will need to be on campus to carry out their roles but may still be able to benefit from [flexible working arrangements](#) to support a healthy work/life balance.

Teams should still consider any scope for hybrid working in these roles, such as administration for managers, planning activities or online

### Mixed Face-to-Face and Administrative Teams

These teams deliver a mix of face-to-face and administrative outputs, such as events, teaching or individual appointments. Teams will need to be on campus for the face-to-face aspects of their roles but can work remotely for example on some administrative tasks.

Time spent on campus and specific working hours will be guided primarily by service needs, in conversation between managers and their staff.

### Mostly Administrative Teams

These teams deliver outputs which can mainly be delivered remotely.

Time spent on campus and specific working hours will therefore be decided by managers in conversation with their teams, ensuring teams can find a productive balance of work environments.



training that can be undertaken remotely.

## **Is a “3 days on campus” pattern mandatory?**

No. Example working patterns (such as 2 or 3 days working remotely each week) are illustrative only. They are not mandatory and expectations on working pattern should be based on the purpose of the on-campus work, team needs, and individual role requirements.

## **Are teams required to have a fixed “anchor day” e.g. every Wednesday?**

No. While anchor days can support connection, line managers in conjunction with their team members should review whether a single set anchor day is effective or whether:

- Smaller sub-team anchor days, or
- Rotating/staggered patterns of on campus days

would better support space availability, meaningful collaboration, and workload distribution.

## **What if the anchor day causes overcrowding or isn’t meaningful for my team?**

Line managers in conjunction with their team members should regularly assess whether their anchor day is achieving its purpose.

If:

- Parking, desk space, or room availability is limited, or
- Staff are attending in person without any collaborative benefit

then the team should revisit its arrangements. Alternative models such as staggered attendance, alternating days, or purpose-driven on-site events may be more effective.

## **Can I work remotely 100% of the time?**

No, hybrid working is not intended for fully remote working. Staff contracts across the University specify that an individual’s normal place of work is one of the University of Warwick’s campus locations. For employees working on a hybrid basis, the address stated in their contract should be provided if they are required to confirm their work address.



## **Do I still have to work my normal hours?**

Yes, staff will still need to work their contracted hours each week.

## **Can I work from overseas?**

Requests to perform role-related duties and work either partly or wholly outside of the United Kingdom will not be allowed other than in exceptional circumstances and in line with the [International Working Policy](#). This is due to the potential significant tax compliance risk and cost implications to the University and/or the individual. Any such exceptions must be considered and approved in advance of an employee working outside of the UK, and advice must be sought from [the relevant People Partner](#) in the first instance.

## **Equipment to enable hybrid working**

### **What equipment will I have working remotely/on campus?**

Across the University, staff carry out a huge range of different roles, so there's no one set of equipment for remote or on campus working. Heads of Department and line managers should consider whether their own individual teams have any additional needs such as for working remotely.

For remote working, staff should carry out a [Remote Working Assessment](#) to ensure they have the right working environment and discuss any identified improvements with their line manager where relevant.

We recognise that some staff may have specific identified needs related to a disability or neurodiversity that need to be met in order to be able to benefit from hybrid working, such as a specific desk. Please see below section on Wellbeing and Support for more information on Reasonable Adjustments.

### **Where can I find support and information about using technology when working remotely?**

Colleagues seeking support and information about using technology when working remotely can access several resources. The [Secure Remote Working Standard](#) sets out minimum requirements and practices which must be followed when working remotely. Guidance is also available on [working securely](#) and [handling personal data](#). Should you encounter an IT issue whilst working remotely, you can contact the [IDG Helpdesk](#) to report an incident or fault.

## **Wellbeing and Support**

### **What if I require adjustments on account of a disability or a caring responsibility?**

Hybrid working must remain flexible and inclusive. Managers should ensure any team expectations do not disadvantage:



- Disabled colleagues,
- Neurodivergent colleagues,
- Colleagues with social anxiety and
- Colleagues with caring responsibilities.

## Reasonable Adjustments

The University is committed to making reasonable adjustments for disabled and neurodivergent employees who may need specific support or adaptations to work effectively in a hybrid model. [The Adjustments Agreement](#) helps staff to facilitate confidential discussions with their line manager or another University representative about any disability-related needs. Please speak to [your People Partner](#) for further advice.

Occupational Health can advise on suitable adjustments, particularly where equipment cost or health and safety considerations are involved. Any furniture and equipment (such as height-adjustable desks) that can support a reasonable adjustment should be prioritised for colleagues who have an agreed Adjustments Agreement in place. Please note that in most circumstances the University will not be in a position to provide additional equipment to enable working off campus.

If you work in a shared or hot-desking office, you should discuss with your line manager how any agreed adjustments can be accommodated within that space.

## Caring arrangements

Hybrid working is not a replacement for appropriate care arrangements, and dependants should normally be cared for by someone else during working hours, except in exceptional cases. However, the University recognises that many staff have caring responsibilities, including childcare.

If caring responsibilities are affecting your work, speak with your line manager so they can understand your circumstances and explore possible support. [The Adjustments Agreement](#) can help guide confidential discussions about any care-related needs. The University's [flexible working guidelines](#) should be reviewed if you wish to request a change in your working hours. These guidelines outline options such as reduced hours or compressed hours.

If you have long-term or significant caring commitments, you may be eligible for [paid carer's leave](#). This applies where the care need is substantial and ongoing.

If you have childcare responsibilities you may also be interested in the [working parents staff network](#).



## What wellbeing support is there for those who work in a hybrid manner?

For support with looking after your general wellbeing, both on campus and remotely, you can find guidance on the [Staff Wellbeing Hub](#) and [Health and Safety Services](#) pages. You can get confidential support through the [Employee Assistance Programme](#) and [Togetherall](#).

Remember to complete the [Remote Working Assessment](#) to ensure your working environment is safe and effective. If you answer No to any question, you should discuss the assessment with your line manager to establish any support or adjustments to your working conditions.

If you have any further questions on the Hybrid Working Guidelines please contact [your People Partner](#) in the first instance.

