

### Zero-hours 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



### Term-time working:

a worker remains on a permanent contract but can take paid/unpaid leave during school holidays



### Job-sharing:

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



### Part-time working:

work is generally considered part-time when employees are contracted to work anything less than full-time hours

### 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



### Hybrid working:

splitting time between the workplace and working remotely



### 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



### Flexitime:

allows employees to choose, within certain set limits, when to begin and end work

### Four-day week:

working four days a week for the same pay as working a full-time five-day week



### Home/mobile working:

predominantly working from home or at a location remote from the employer's workplace

### Compressed hours:

the central feature is reallocation of work into fewer and longer blocks during the week

