

Royal Air Force

A guide to flexible working



General Info

Everyone in the RAF can ask for flexible working hours, although your line manager will have to consider how much flexibility can be accommodated. Flexible working is for everyone. There are a number of reasons people have a flexible working arrangement. They include avoiding congestion, personal development, caring responsibilities for a relative or child related.

Did you know?

You do not have to give a reason to request flexible working, although it would be useful in helping your chain of command to support you in other ways.



Compressed Hours

Compressed hours means working full time hours in a shorter time frame, by working longer hours over less days. This can be particularly helpful when a long weekend commute is necessary.



The Flexible Duties Trial

This is an ongoing two year project being conducted in the Armed Forces to allow Regular Service Personnel to reduce their commitment or work less than full time for a defined period.



Call Forward of Leave

This enables service personnel to call forward up to 10 days leave of their Annual Leave Allowance from the upcoming leave year.



Working from Home

Working from home allows you to carry out your work at home, or another location. This can help to give you flexibility to combine work and personal commitments.

Working from home can either be done on an ad hoc or regular basis. As with all longer term flexible working requests, an agreement is required which must be formalised in writing.

Working from home doesn't have to be done from your home, you could work from an appropriate location.



Transfer of Leave between Serving Spouses or Civil Partners

Transfer of leave allows Service personnel to apply to transfer up to 10 days leave (15 for those assigned to and Operational Tour of six months or longer), from their Annual Leave Allowance to their serving spouse or civil partner. The donor must still be able to take a minimum of 28 days leave in Public Holidays, in their current leave year.



Variable Start and Finish Times

Variable start and finish times allow you to start and finish your working day at different times from those considered the 'norm' within your unit, whilst keeping the same number of hours considered to be normal for your role.



Annual Leave

Service Personnel are entitled to 38 days leave per year. We give additional leave for relocation (if for service move).



Flexible Service, Planned to start 1st April 19

Flexible Service will allow Serving Personnel to request temporary periods of part time working and/or limits to separated service for a defined period. This will allow eligible SP to request temporary periods of Flexible Service which may include part time working, restricted separation or a combination of both. The maximum consecutive period of Flexible service is 3 years with a cumulative maximum of 4 years Flexible Service in a 12 year period.

