



<b>*Options Table</b>
1. Flexibility - changes to working hours or days, for part-time staff extending the contracted hours over more days to spread the load
2. Reduce tasks / responsibilities for a period of time or agree which activities can be left until later in the year
3. Dependent care leave (to be used in an emergency)
4. Annual leave or using additional annual leave carried over from last year
5. Parental leave
6. Temporary reduction in hours with reduced pay
7. Unpaid leave
8. Career break
9. Furlough