



FLEXIBLE WORKING POLICY

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non written format.

FLEXIBLE WORKING

With effect from 30 June 2014, after 26 weeks continuous service, every employee has the statutory right to request to work flexibly.

General Principles

Employees do not have an automatic right to work flexibly, as there may be circumstances when the organisation is unable to accommodate the employee's desired work pattern. However, the organisation will endeavour to find a solution to accommodate the request, providing it does not materially affect the running of the organisation.

Employees can only make one application within a 12 month period. Accepted applications will mean a permanent change to the employee's own terms and conditions of employment, unless otherwise agreed between both parties.

The law requires that all requests, including any appeals, must be considered and decided upon within a period of 3 months from first receipt, unless managers and employees mutually agree to extend this period.

Given a Managers line management responsibilities, it has been decided that a minimum of 4 days/30 hours a week will be expected for the management duties to be carried out. A flexible working request at this level will require approval from both the respective Director and Managing Director. A job share situation may be permissible as long as the business need is not compromised.

Making a request

The employee must make a considered application in writing. Employees should consider the following when making a request:

- Be specific when detailing the proposed changes to hours, times, days, place of work etc.
- Consider how a change will affect their role, the roles of the team/colleagues and the impact on the organisation.

On receipt of the request, Line Managers should arrange to meet with the employee to discuss the request further. If the Line Manager intends to approve the request then a meeting may not be required.

The employee can bring a work colleague to the meeting if they wish.

Line Managers should consider the request carefully as once formally approved it becomes contractual. Once the Line Manager has made the decision, they should inform the employee as soon as possible in writing.

If the request to work flexibly is approved, a new set of terms and conditions will be issued.

If the request to work flexibly is rejected, it must be for one of the following business reasons:

- The burden on additional cost

- An inability to reorganise work
- An inability to recruit additional staff
- A detrimental impact on quality or performance or to meet customer demand
- Insufficient work for the periods the employee proposes to work
- A planned structural change to the business

In considering these business reasons an employer must be careful not to inadvertently discriminate against particular employees because of their protected characteristics such as where flexible working arrangements would be a reasonable adjustment for a disabled employee.

If the request is rejected, employees can appeal the decision in writing to their Line Manager's manager.

If the agreement to flexible working hours is on the basis of a job share, approval to reduced hours will only be implemented once replacement employee(s) have been appointed but no longer than 14 weeks. The organisation has the right to reconsider such requests if unable to recruit additional staff.

Record keeping

All relevant documentation will be placed in the individual's personal file, in line with the General Data Protection Regulation.

Further Information

If an employee has any queries on this procedure, they must contact their Line Manager in the first instance.