

Flexible Working Policy

We believe that flexible working, may increase staff motivation, promote work-life balance, and improve performance and productivity.

All employees have the right to request flexible working and to have their request considered seriously by their employer. Employees can make two requests per year. Employees do not need to justify their request, and can request to change their hours or place of work.

Requests for flexible working

A request for flexible working could include any of the following:

- a change to the number of hours that the employee works
- a change to the pattern of hours worked
- a request to job share or
- a request to perform some work from home.

Applying for flexible working

All requests for flexible working must be in writing and include the date of the request and the change being requested. Any request made under this policy must include:

- the date on which the employee would like the change in terms and conditions to come into effect
- a statement that this is a statutory request
- if a previous request has been made when the application was made and if it was granted.

Employees are not obliged in law to provide a reason for the request, but they may do so if they wish to.

Meeting to discuss a flexible working request

When the management receives a flexible working request, they will arrange a meeting to consult with the employee and discuss the request. The aim of the meeting is to find out more about the proposed working arrangements and how they could be of benefit to both the employee and the organisation.

The outcome of a flexible working request

- The management will consider the proposed flexible working arrangements carefully. They will consider any potential harm to the employee's performance or the performance of their colleagues. The cost to the business. Any potential reduction in quality or standards.
- The employee will be informed in writing of the decision as soon as is reasonably practicable after the meeting, but no later than two months after the request is made.

The request may be granted in full or in part or may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period.

The employee has the right to appeal the decision if the request is not upheld or is upheld in part.

Reasons for turning down a flexible working request

- Harm the employee's performance or the performance of their colleagues
- Cost the business money
- Reduce quality or standards.

Flexible working requests that are granted

If the request is upheld, the employee and manager will discuss how and when the changes will take effect. Any changes to terms and conditions will be put in writing and sent to the employee as an amendment to their written terms and conditions of employment as soon as is reasonably practicable.

Timescales

- All requests will be dealt with within two months.
- If the employee is dissatisfied with the outcome of the request, they are allowed to appeal within 14 days of the notification, with the appeal to be heard within 14 days
- The employee will be informed of the outcome of any appeal within 14 days of the appeal meeting
- These time limits may be extended where both the parties are in agreement. For example, the employee may agree to extend the time limit to give a chance for a trial period on the flexible working arrangements.

Problems with a flexible working request

If the employee is dissatisfied or unclear at any stage throughout the process, they should contact the manager. If they are dissatisfied with how their request has been handled, they should raise a grievance.

Employees are protected from unfair dismissal and detriment for making a flexible working request.

If the employee fails to attend a meeting, including an appeal meeting, and then fails to attend a rearranged meeting without good reason, their application will be deemed to have been withdrawn.