

## **Flexible Working Policy**

We are committed to making sure that all our employees enjoy their work and can work under conditions that are best for them. This policy outlines how we achieve this.

***See also: Lone Working Policy; Portable Devices Policy; Working from Home Policy.***

All employees with a minimum of 26 weeks' continuous service have the right to request flexible working and to have their request considered seriously by us.

### **PROVISION**

You are eligible to apply to work flexibly if you meet the following criteria. You must:

- Have worked for us continuously for at least 26 weeks; and
- Not have made a successful application to work flexibly in the preceding 12 months.

If you work full or part time, you will be able to apply to either change the hours you work or the periods of time that you work. Please discuss this with your Manager if this is of interest to you.

## **PROCEDURE**

If you would like to be considered for flexible working, please write to your Manager providing the following information:

- A statement that the application is being made under the employee's statutory right to apply for flexible working;
- your reason for making the application;
- your proposed flexible working plan, and an explanation of what effect you think it will have on the business and how this effect can be dealt with;
- a start date for the proposed change, which allows reasonable time for us to consider and implement the proposal; and
- the date on which the application is made and the dates and results of any previous applications to work flexibly.

All flexible working requests will be dealt with within a period of three months from first receipt to notification of decision on appeal.

Your Manager will arrange a meeting with you to discuss the request within 28 days. You are entitled to be accompanied by a friend or colleague at the appeal meeting if you so wish.

You will be notified of the decision within 14 days of the date of the meeting. This notification will either:

- Accept the request and confirm the start date as well as any other action; or
- Confirm a compromise agreed at the meeting; or
- Reject the request and give clear business reasons for doing so together with details of the appeals process.

We will only refuse a valid request to work flexibly on one or more of the following grounds:

- The burden of additional costs;
- Detrimental effect on our ability to meet customer demand;
- Inability to reorganise work among existing staff;
- Inability to recruit additional staff;
- Detrimental impact on quality;
- Detrimental impact on performance;
- Insufficiency of work during the periods the employee proposes to work; or
- Planned structural changes.

Where your request to work flexibly is granted, there is no automatic right for you to return to your previous pattern of work.

## **Appeals**

You have the right to appeal against the refusal of a request to work flexibly. If you wish to appeal you should do so in writing, in the first instance to your Manager, who will nominate someone to hear your appeal. Please write within 14 days of being notified of the refusal.

In turn, you will be notified of the appeal date which must be within 14 days of us receiving your appeal. You are entitled to be accompanied by a friend or colleague at the appeal meeting if you so wish.

You will be notified of the appeal decision within 14 days of the appeal meeting. The notification will either:

- Uphold the appeal, specify the agreed variation and start date; or
- Dismiss the appeal, state the grounds for the decision, and contain a sufficient explanation of the refusal.

The appeal decision is final.



Date adopted by the Board.....

Signed by Member of the Board.....

Name (in Capitals please) .....