

Flexible Working

Introduction

This procedure provides guidance about how the right to request flexible working operates and the duty of managers to consider all such requests seriously.

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

- flexitime
- home working
- job-sharing
- staggered hours
- condensed hours
- shift working

Eligibility

All employees have the statutory right to request flexible working provided they have completed 26 weeks' continuous service at the date the application is made.

In accordance with legislations, one formal application per year can be made. Each year runs from the date when the last application was made.

How to apply

An employee who wishes to request flexible working must complete the flexible working application form.

When proposing the date, the employee wishes the changes to come in effect, they should ensure they have allowed sufficient time for their application to be considered and implemented if practicable. All requests, including appeals, must be considered and decided on within a period of 3 months from first receipt, unless an extension to this period is agreed with the member of staff.

If an application is approved, this will mean a permanent change to the employee's terms and conditions and there is no right to revert back to previous working patterns unless agreed by your manager.

Considering an application

Managers should consider applications, weighing up the benefits of the changes in working conditions to both the employee and the Company against any adverse business impact of implementing the changes.



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The employee will receive a written acknowledgement of receipt of their application.

Where we receive more than one application to work flexibly from different employees, these requests will be considered in the order they are received.

It may not always be possible to approve a request due to a number of employees already working flexibly and/or because any further working arrangements would have an adverse impact.

If an application is rejected it must be for one of the following business reasons:

- burden of additional cost
- inability to re-distribute work amongst existing staff
- inability to recruit additional staff
- detrimental impact on quality or performance
- detrimental effect on ability to meet customer demand
- insufficient work for the periods the employee proposes to work
- planned structural change to the business

Meeting

The employee will receive a letter giving the date and time of the meeting, advising that they may be accompanied by a Trade Union representative or work colleague.

If a Trade Union representative or work colleague is unable to attend the meeting, it should be rearranged within 5 working days of the original proposed date. The new date should be convenient to all parties. If this is not possible the employee should consider an alternative representative.

The meeting provides the opportunity to explore the requested working pattern in depth and to discuss how best it might be accommodated. Where necessary, this meeting will also provide an opportunity to consider alternative working patterns, alternative start date, or a trial period of the new working pattern.

Appeal Process

Should an employee wish to appeal, a notification of appeal in writing should be sent to the Company within 14 days of receiving notification from the Company.

Within 14 days of being given the notification of appeal, the Company will arrange for a meeting with the employee to consider the appeal. The employee will have the right to be accompanied at the meeting by a colleague.

Within 14 days of the appeal meeting taking place, the employee will be notified of the outcome.



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