Flexible Working Procedure

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Procedure Author – People Governance Manager

Procedure Owner – Vice-Principal (People & Student Wellbeing)

Parent Policy Statement – People and Wellbeing

Public Access or Staff Only Access – Public

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Changes and Reason for Changes – Minor changes made to process, timescale for written confirmation amended from 10 to 7 days.

FLEXIBLE WORKING PROCEDURE

Introduction

The University recognises and values flexibility within our workforce and understands the importance of helping our staff to balance their work and personal life. We recognise that staff may request flexible working arrangements for a variety of reasons, and we are committed to facilitating such opportunities when this can be balanced with the business needs of the University, and our shared commitment to delivering a great student experience.

Objectives

The objectives of this procedure are to:

- Make you aware of your right to request flexible working
- Inform you of the process you will follow when requesting flexible working

Entitlements and Eligibility

All employees have a statutory right to request flexible working, irrespective of their length of service.

Flexible working describes any work pattern adapted to suit individual needs. Some of the more common types of flexible working are listed in Table 1 below:

Table 1: Examples of Flexible Working

Type of Flexible Working	What this means
Part-time Working/Reduced Hours	Working less hours per week. This could include reducing the number of days that you work.
Staggered Hours	This can provide flexibility where it is possible to vary normal starting, finish and break times.
Job Sharing	Part time working where two people share the responsibility for the same job.
Compressed Working	This is where working hours are allocated to working more hours per day but fewer days in the week.
Term-time	Working only during University semesters.
Annualised hours	Working an agreed number of hours over the course of the year, but those hours can be spread unevenly throughout the year. This allows for increased hours to be worked at busier periods and fewer hours at quieter periods.
Homeworking	Undertaking work from home on agreed days. This requires work to be outcome based and encourages the employee to manage their own workload.

All employees have a statutory right to request flexible working from their first day of employment.

Procedure

Application Procedure

If you are considering making a flexible working request, you are encouraged to discuss this with your line manager and/or appropriate HR Representative as soon as possible.

The application process, inclusive of appeal, will normally be completed within 2 months of the flexible working request being made. The procedure is as follows:

Stage 1 – Request for Flexible Working

You must complete Form FWR 1 (Application for Flexible Working).docx (see Appendix 2) and return this to hradviserteam@uws.ac.uk. In this form, you must set out the nature of the flexibility you are requesting and when you wish this change to come into effect. An appropriate HR Representative will discuss the next steps with your line manager.

You can make two statutory flexible working requests in any rolling twelve-month period. Additional requests for flexible working may be considered at the manager's discretion.

Stage 2 – Consideration of Flexible Working Request

Each request for flexible working will be dealt with on a case-by-case basis. Your line manager, supported by an appropriate HR Representative, will explore how the requested work pattern can best be accommodated, and where problems exist in accommodating your preferred pattern, explore alternative working patterns.

Upon receipt of your flexible working request, your line manager will normally arrange to meet with you within 14 days to discuss the request. You have the right to be accompanied at this meeting by a trade union representative or workplace colleague. The purpose of this meeting will be to explore the proposed working pattern in detail and to discuss options for possible accommodation of the request. The meeting will also provide an opportunity to consider alternative working arrangements, should there be difficulties in accommodating the initial request.

Stage 3 – Communication of Decision

A flexible working request may be granted in full, in part or refused if, after careful consideration, it is decided that the University cannot accommodate the request.

The outcome of your flexible working request will be communicated to you in writing within 7 days of the meeting with your line manager. If your request cannot be granted, clear business reasons for this will be provided in your outcome letter.

If a request is granted, this letter will also confirm the date on which the new working pattern will become effective and whether it will be subject to a trial period.

Appeals Procedure

If your request for flexible working is declined, you have the right to appeal the decision by submitting Form FWR 2 (Appeal).docx (see Appendix 3) to hradviserteam@uws.ac.uk within 10 days of receiving the written decision.

An appeal meeting will normally be held within 14 days of the appeal being received. The appeal will be heard by a more senior manager, supported by an appropriate HR Representative. You have the right to be accompanied by a trade union representative or workplace colleague during this meeting.

The outcome of the appeal will be communicated to you in writing within 10 days of this meeting. This outcome will be final and there is no provision for further appeal.

Trialing new working arrangements

Where there is some uncertainty about whether the flexible working arrangement is practicable for you and/or the University, a trial period may be agreed. If a trial period is arranged, the University will allow sufficient time for you and your manager to implement and become used to the new working practices before taking any decisions on the viability of a new arrangement.

Statutory Grounds for Refusing a Request for Flexible Working

Requests for flexible working will only be refused for one or more of the following reasons, as defined by the Flexible Working Legislation:

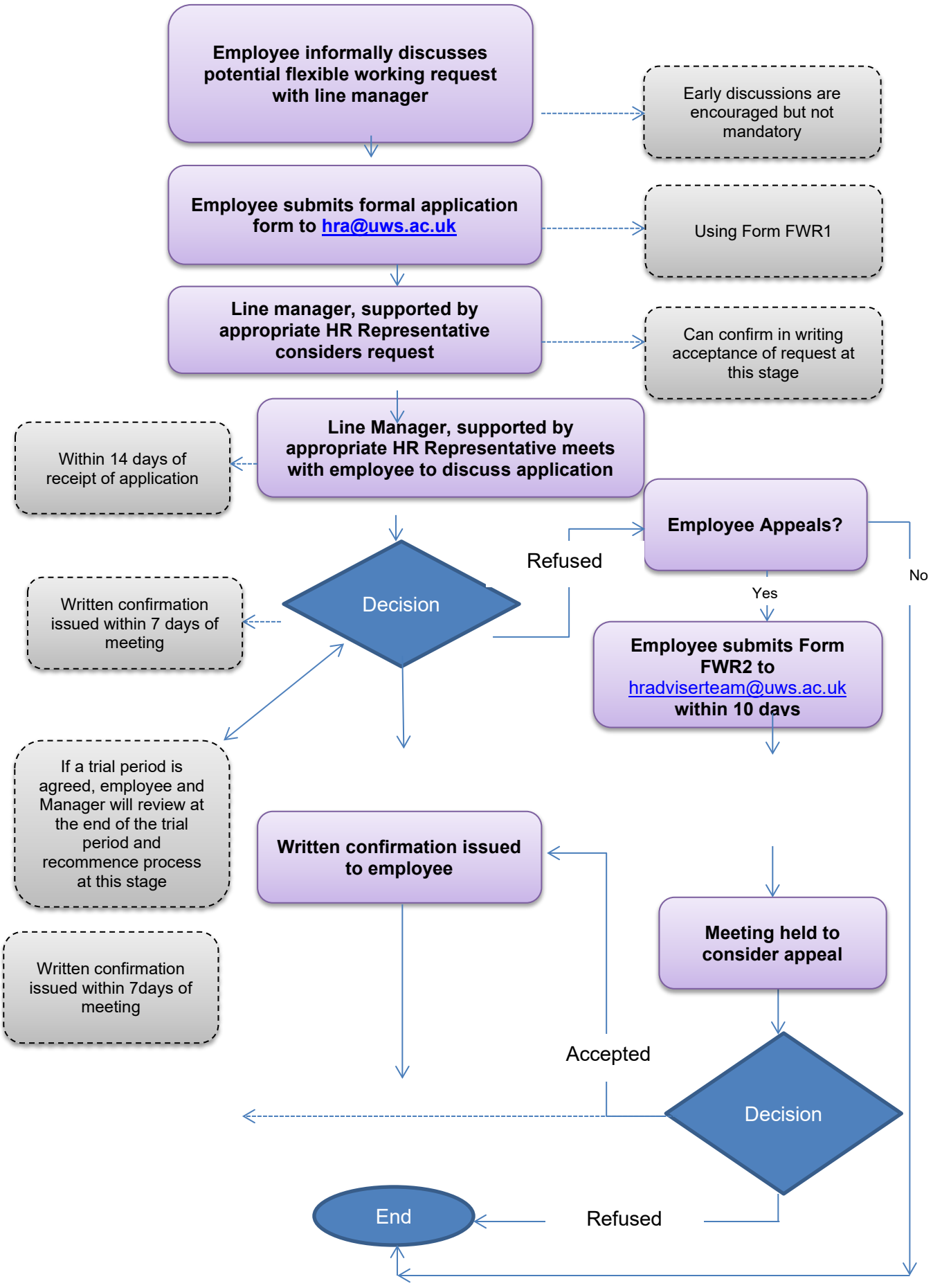
1. The burden of additional cost
2. Detrimental effect on ability to meet customer needs
3. Inability to re-organise work amongst existing employees
4. Inability to recruit additional employees
5. Detrimental impact on quality
6. Detrimental impact on performance
7. Insufficiency of work during the periods that the employee proposes to work
8. Planned structural changes to the business

Impact on Terms and Conditions of Employment

Any agreed formal flexible working request will result in a permanent change to your terms and conditions of employment.

Appendix 1

The Procedure at a Glance



Form FWR 1
Application for Flexible Working

Flexible Working Application	
Name:	
Job Title:	
Department:	
Date form submitted:	
You can only make two requests every 12 months and, if accepted, your contract of employment will be amended.	
Section A: Previous Applications	
Please provide details of any flexible working requests submitted in the last 12 months, including dates.	
Section B: Details of Request	
Please indicate if you are making your request under the Equality Act 2010, e.g. as reasonable adjustment for disability.	
Describe your current work pattern (days/hours/times worked etc).	
Describe the working pattern you would like to work in the future (days/hour/times etc).	
I would like the above changes to my work pattern to take effect on:	
I wish to submit a statutory request for flexible working as detailed in section B	
Signed:	**Date:**
Notes Your line manager will invite you to attend a meeting to discuss your application within 14 days of receipt of your application unless your application is approved in writing prior to this timeframe.	

Please email this form to hradviserteam@uws.ac.uk**.**

Appendix 3

Form FWR 2 (Appeal)

Form FWR 2

Appeal against decision of application for Flexible Working

Section A: Your Details	
Name:	
Job Title:	
Department:	
Date I received notice that the flexible working application was refused?	
Date form FWR 2 submitted?	
Section B: Details of Your Appeal	
Please advise the name and job title of the person who refused your application for flexible working?	
Please detail the grounds of your appeal (continue on a separate sheet if necessary).	
Signed:	**Date:**

Notes

- Use this form to make your appeal against a refusal of your application for flexible working.
- You should set out the grounds on which you wish to appeal, and you must do so within 10 days of receiving notice that your application for flexible working has been refused.
- The appeal meeting will normally be arranged within 14 days of receipt of the appeal and will be heard by a manager senior to the line manager who refused the initial request, supported by the appropriate HR Representative.
- Employees have the right to be accompanied by a trade union representative or workplace colleague during the appeal meeting.
- Employees will normally be notified of the outcome within 10 days of the appeal hearing.
- The outcome of the appeal is final and there is no provision for further appeal.

Please email this form to hradviserteam@uws.ac.uk