

FLEXIBLE WORKING PROCEDURE

1. INTRODUCTION

The University recognises the importance of ensuring that our employees enjoy a healthy work life balance and supports the use of flexible working as one way of delivering this whilst still being able to meet the needs of the University. The University acknowledges that the use of flexible working on return from maternity, adoption or shared parental leave may be particularly helpful to strike the balance of work and family demands.

A flowchart of the procedure is available in Appendix 1.

Further information on types of flexible working is available on the [ACAS website](#).

2. OBJECTIVES

The objectives of this procedure are to:

- Make employees aware of their right to request flexible working;
- Inform employees of their rights and responsibilities in relation to requesting flexible working;
- Provide managers with an understanding of their role in the flexible working application process and their responsibilities towards employees.

3. ENTITLEMENTS & ELIGIBILITY

All eligible employees have a statutory right to request flexible working.

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 the individual works.
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 the working hours are allocated to possible working more hours per day but fewer days in the week
Term-time	Working only during University semesters.
Annualized 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 busiest periods and fewer hours at quieter times.
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 individuals with at least 26 weeks continuous service have a statutory right to request flexible working. Although individuals with less than 26 weeks service do not have a statutory right to make this request, the University appreciates that flexible working can have a positive impact on employee engagement, wellbeing and motivation. As such, there is no minimum service required to apply for flexible working.

4. PROCEDURE

4.1 Application Procedure

Individuals who are considering making a flexible working request are encouraged to discuss this with their line manager or HR Business Partner as soon as possible.

The application process, inclusive of appeal, will normally be completed within 3 months of the flexible working request being made. The procedure is as follows:

4.2 Stage 1 – Request for Flexible Working

Individuals must complete **Form FWR1** and return this to their line manager and the People & OD Team. In this form, the individual must set out the nature of the flexibility they are requesting, the likely impact that this will have on the University and their team and their proposals for how this could be managed.

Individuals can make only one statutory flexible working request in a twelve month period. Additional requests for flexible working may be considered at the manager's discretion.

4.3 Stage 2 – Consideration of Flexible Working Request

Each request for flexible working will be dealt with on a case-by-case basis. The individual's line manager will carefully consider the proposed flexible working arrangements, looking at the potential benefits, and challenges, to the employee and the University in implementing the proposed changes.

Upon receipt of a flexible working request, the individual's line manager will normally arrange to meet with them within 28 days to discuss the request. 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.

4.4 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 it.

The outcome of the individual's flexible working request will be communicated to them in writing within 14 days of the meeting with their line manager. If a flexible working request cannot be granted, clear business reasons for this will be provided.

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.

4.5 Appeals Procedure

Individuals have the right to appeal their line manager's decision by submitting **Form FWR2** to the Head of HR Services within 14 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 HR Business Partner. Individuals have the right to trade union representation during this meeting.

The outcome of the appeal will be communicated to the individual in writing within 14 days of this meeting. This outcome will be final and there is no provision for further appeal.

5. TEAM FLEXIBLE WORKING

Line managers can consider flexible working arrangements across their team as well as responding to individual requests. Any proposed flexible working arrangement will be discussed with all members of the team and individuals will have the right to remain on their normal working pattern if they wish.

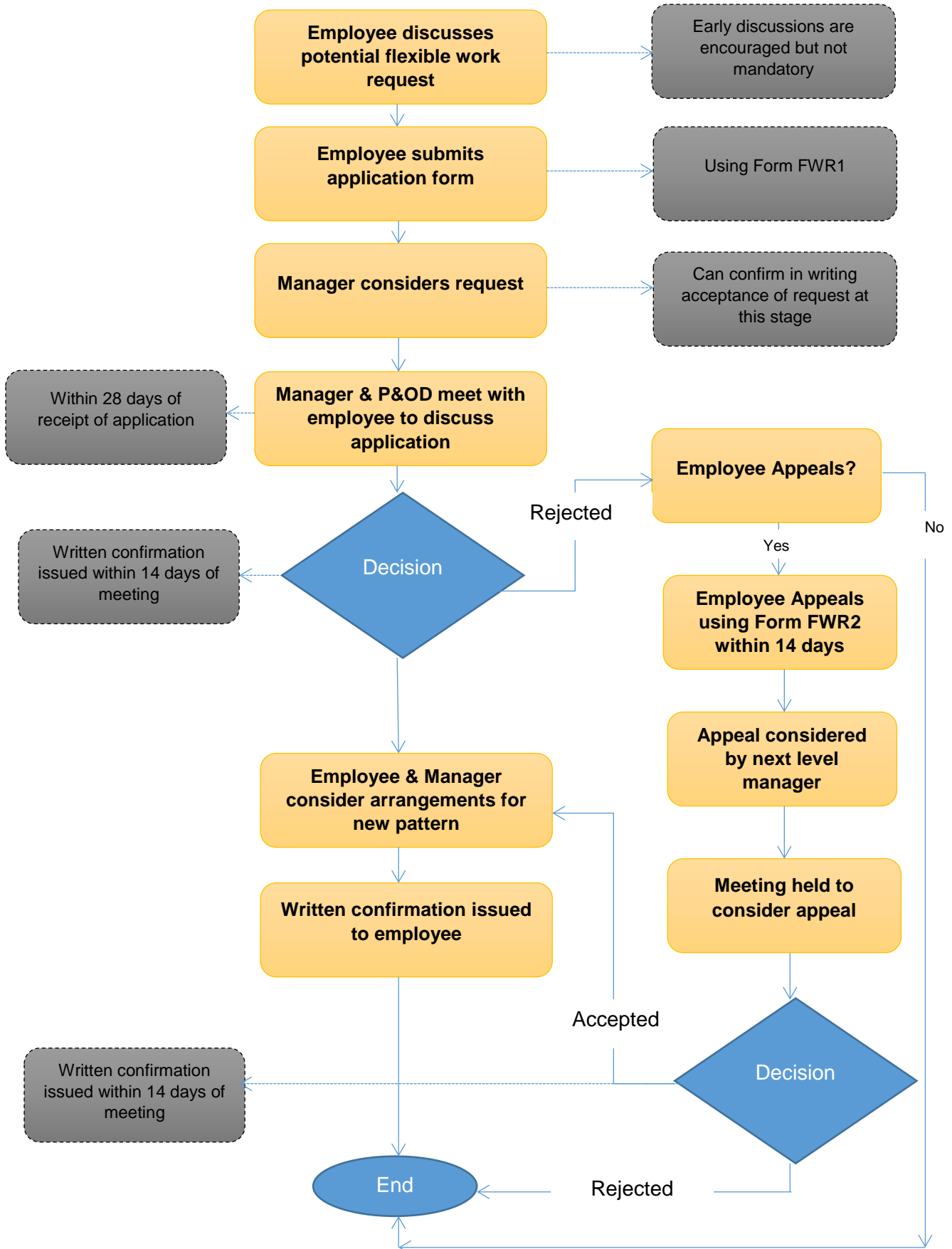
Where flexible working is initiated by a manager and agreed by individuals, a trial period will take place to assess the suitability of the altered working patterns. Any agreed changes will then result in permanent changes to the individuals' terms and conditions. Where a team approach is agreed, individuals are not required to complete **Form FWR1**.

6. IMPACT ON TERMS AND CONDITIONS OF EMPLOYMENT

Any agreed formal flexible working request will result in a permanent change to the individual's terms and conditions of employment.

Procedure Author – Employee Relations & Performance Adviser	Procedure Owner – Director of People and Organisational Development
Parent Policy Statement - People and OD	Public Access or Staff Only Access – Public
Version 4 – Approved June 2018	Changes and Reason for Changes – POD Policy Review

**Appendix 1
The Procedure at a Glance**



**Appendix 2
Form FWR 1 (Application for Flexible Working)**

**Form FWR 1
Application for Flexible Working**

Flexible Working Application		
Name:		
Job Title:		
Department:		
Date form submitted		
<i>You can only make one request every 12 months and if accepted, your contract of employment will be amended</i>		
Section A: Previous Applications		
Have you ever submitted a previous request for flexible working? (if yes, please answer next question):	Yes	No
When did you submit your last request for flexible working?		
Please indicate if you are making your request under the Equality Act 2010, e.g. as reasonable adjustment for disability:	Yes	No
Section B: Details of Request		
Describe your current work pattern (days/hours/times worked etc)		
Describe the working pattern you would like to work in future (days/hour/times etc)		
I would like the above changes to my work pattern to take effect on:		
I think the change in my working pattern will affect the University and my team will be:		
I think the effect on the University and my team can be dealt with by:		
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 28 days of receipt of your application, unless your application is approved in writing prior to this.		
Line Manager Signature:	Date:	

Please return this application form to your line manager and a copy to your HR Business Partner

**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 received notice that flexible working application was refused?	
Date form FWR 2 submitted?	
Section B: Details of Your Appeal	
Please advise who refused your application for flexible working?	
Please detail the grounds of your appeal (continue on separate sheet if necessary)	
Signed:	Date:
<p>Notes</p> <ul style="list-style-type: none"> If your application for flexible working has been refused, you may appeal against this decision. Use this form to make your appeal. You should set out the grounds on which you wish to appeal, and you must do so within 14 days of receiving notice that your application for flexible working has been refused. Return this form to the Director of People & OD The appeal meeting will normally be arranged within 14 days of receipt of the appeal and will be heard by manager senior to the line manager who turned down the requested, supported by an HR Business Partner. Employees have the right to trade union representation during the appeal meeting. Employees will normally be notified within 14 days of the appeal hearing of the outcome. The outcome of the appeal is final and there is no provision for further appeal 	

Please submit this form to the Head of HR services