

# EMPLOYEE FACTSHEET – Flexible Working

## What types of flexible working can I apply for?

Whilst consideration will be given to all suggested flexible working patterns, some of the most common are:

- Part-time working – reduction in hours from standard full time hours
- Term time working – where the role allows, remaining on a permanent contract but with unpaid leave during school holidays.
- Job sharing – two part time employees sharing responsibilities, pay and benefits of one full time role.
- Home or remote working – where applicable, work that can be carried out by an employee at their home or another location.
- Compressed hours – working full time hours but over fewer days.

## Am I eligible to apply for flexible working?

By law, you have the right to request flexible working if, firstly, you're an employee of the company and have been employed continuously for 26 weeks on the date on which the application for a contract variation is made and, secondly, if you have not have made a previous application to work flexibly during the past 12 months

## When should I submit my flexible working application?

The request should be made as far in advance of the required change as possible in order for any application to give full consideration to both employee and operational needs.

## How long will it take for my application to be considered?

Once you have submitted your flexible working application the company then has 3 months within which to consider the request, discuss it and notify you of the outcome.

## How do I make a flexible working application?

An application must be made in writing using the Flexible Working Request Form. Your request must include the following information:

- the date you're sending it
- the change you're applying for and the date you'd like it to start
- your view of the impact on the company of such a change and how this might be dealt with
- the date of any previous flexible working requests, if applicable
- if your request relates to something covered by the Equality Act 2010, for example to make a 'reasonable adjustment' for a disability you have

### **What happens once my application has been submitted?**

Once an application has been received, a review meeting should be set up by your manager. The purpose of the meeting is to discuss the desired work pattern, prior to a decision being made. You should be prepared to expand on the content of your application so that your manager has all the relevant information to be able to reach a decision.

### **Can I bring someone with me to the meeting?**

There is no legal right for you to be accompanied at a flexible working review meeting but with the agreement of your employer you may be able to bring a colleague or trade union representative.

### **How long will I have to wait for a decision?**

You should receive a decision within 3 months of your initial request. The decision must be in writing and, if a refusal, must state the grounds for such refusal, give sufficient explanation of why those grounds apply and detail the appeal procedure. If the decision is to agree to a change, this must be in writing and state the date of the change and the type of change that has been agreed.

### **What can I do if my request is refused?**

Your request might be refused for one of the following reasons:

- it will cost too much
- detrimental effect on ability to meet customer demands
- inability to reorganise work amongst existing employees/disproportionate impact on other team members
- inability to recruit additional employees
- detrimental impact on quality, of services or products
- detrimental impact on performance
- insufficiency of work during the periods the employee proposes to work
- planned structural changes

If your request is refused you have the right to appeal if you think the outcome is unfair or if you think the procedure was applied incorrectly. If you want to appeal you should do so in writing as soon as possible, setting out the grounds for the appeal.

### **Can I make more than one request?**

You can make one request within a 12 month period.