**Flexible Working Policy:**

**Introduction**

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works. (COMPANY) is committed to supporting and encouraging our employees to achieve a better work-life balance where possible. As such, (COMPANY) is committed to considering flexible working arrangements, provided that the arrangement meets the mutual needs and objectives of both the organisation and the employee.

**Policy Scope:**

The policy applies to all employees of (Company Name) who have a minimum of 26 weeks service with the company.

**Flexibility Options**

The following flexible working options are considered to be the typical arrangements that employees will request but (COMPANY) recognises that there may be alternatives or a combination of options which are suitable to both the organisation and the employee *(Delete/include as appropriate)*

* Compressed hours
* Flexitime
* Home-working
* Job-sharing
* Overtime
* Part-time working
* Term-time working

**Company Considerations:**

(COMPANY) is committed to providing a range of appropriate working patterns. However employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles.

Where a flexible working arrangement is proposed the company will consider certain criteria, including, but not limited to,

* the costs associated with the proposed arrangement
* the effect of the proposed arrangement on other staff
* the need for, and effect on, supervision
* the existing structure of the department
* the availability of staff resources
* details of the tasks specific to the role
* the workload of the role
* whether it is a request for a reasonable adjustment related to a disability
* health and safety issues

**Requesting Flexible Working**

An eligible employee is only entitled to submit one flexible working request in a twelve month period, unless the request is made in order to accommodate a disability.

All requests must be made in writing and submitted to your immediate line manager. The request must include information relating to:

* the date of the application
* the changes that the employee is seeking to their terms and conditions
* the date from when the employee would like the proposed change to come into effect

In addition, if the employee is making the request in relation to the Equality Acts (e.g. as a reasonable adjustment relating to a disability), this should be clearly stated.

Where required, more information may be sought in relation to your request.

**Responding to the request**

The request will be considered by your local line manager, in conjunction with any other appropriate party (including HR; Chief Executive etc). Each request will be considered on a case by case basis, and a precedent will not be set by the granting of flexible working in one particular case.

The employee will be informed of the decision within 14 days of the request being made. In exceptional circumstances this time-limit can be extended. In this event, the employee will be made aware of the circumstances surrounding the extension and will be kept informed of any updates.

The request may be granted in full, in part or refused. Alternatively, a modified version of the request may be suggested; the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period. If the request is agreed then the employee will be sent a confirmation letter which will include details of the new arrangements.

**Appealing the outcome:**

The employee has the right to appeal the decision if their request is refused or is only agreed in part.

The employee may lodge an appeal within 7 daysof being notified of the outcome. This should be done in writing and clearly state the grounds on which they are appealing. The appeal will be heard within 14 days. The employee will then be informed of the outcome to their appeal within 14 days of the appeal meeting. These time limits may be extended in exceptional circumstances.

**Policy Review:**

This policy will be reviewed on an annual basis.