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1. Introduction

1.1 All <<Company Name>> employees who have completed a minimum of 26 weeks' continuous service have the right to request flexible working. All requests will be taken seriously by the Company.

...um of 26 weeks' continuous service have their request considered

2. Aims of the Policy

- To ensure that staff are able to work flexibly so that eligible staff are able to meet their commitments with other priorities; and
- To ensure that <<Company Name>> complies with all of its obligations imposed by applicable law, and that all applications are dealt with fairly and consistently.

...apply for flexible working, in order to meet their commitments with other priorities; and to ensure that <<Company Name>> complies with all of its obligations imposed by applicable law, and that all applications are dealt with fairly and consistently.

The Company understands that flexible working arrangements can help employees to deal with personal issues, such as an employee who is suffering from health issues, such as because of menopause.

...gements can help employees to deal with personal issues, such as an employee who is suffering from health issues, such as because of menopause.

3. Provision

3.1 All employees are eligible to request flexible working if they meet the following criteria. They must:

...if they meet the following criteria.

- 3.1.1 be an employee of the Company continuously for at least 26 weeks; and
- 3.1.2 not have made a previous request for flexible working in the preceding 12 months.

...company continuously for at least 26 weeks; and not have made a previous request for flexible working in the preceding 12 months.

3.2 All employees will be considered for flexible working regardless of their age, sex, sexual orientation, disability, pregnancy, maternity or gender reassignment.

...ng regardless of their age, sex, sexual orientation, disability, pregnancy or maternity or gender reassignment.

3.3 Eligible employees will be able to request to change the hours that they work or the periods of time that they work.

...change the hours that they work or the periods of time that they work.

- 3.3.1 [Part Time working]
- 3.3.2 [Compressed working hours]
- 3.3.3 [Flexitime]
- 3.3.4 [Home Working]
- 3.3.5 [Job-Sharing]
- 3.3.6 [Term-Time Working]
- 3.3.7 [Shift Working]
- 3.3.8 [Annualised Hours]

3.4 Employees who would like to request flexible working should speak to <<individual/title>>.

...y of the options above should speak to <<individual/title>>.

4. Procedure

4.1 An employee who wishes to request flexible working must do so in writing to <<individual/title>> including the following information:

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- 4.1.1 a statement that the employee has exercised their statutory right to apply for flexible working;
- 4.1.2 the employee's reasons for making the request;
- 4.1.3 the employee's proposed arrangements, including a start date for the flexible working arrangement, an explanation of what effect the arrangements will have on the Company's business and how it can be dealt with, and a statement that the employee has discussed the request with their line manager and allows reasonable time for the manager to consider the proposal; and
- 4.1.4 a start date for the flexible working arrangement, an explanation of what effect the arrangements will have on the Company's business and how it can be dealt with, and a statement that the employee has discussed the request with their line manager and allows reasonable time for the manager to consider the proposal; and
- 4.1.5 the date on which the employee made the request and the dates and results of any previous applications.

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- 4.2 All flexible working requests must be made in writing to the relevant manager within a period of three months from first receipt to notification of the decision.
- 4.3 <<Individual/title>> will meet with the employee to discuss the request and to answer any questions. The employee must attend the meeting or arrange to be represented by a colleague to the meeting if they wish.
- 4.4 The employee will be notified of the decision within [14 days] of the date of the meeting. This notification must include the reasons for the decision.
- 4.4.1 Accept the request.
- 4.4.2 Confirm a compromise arrangement.
- 4.4.3 Reject the request, giving reasons for doing so together with details of the alternative arrangements.

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- 4.5 The Company will only refuse a request to work flexibly on one or more of the following grounds:
 - 4.5.1 The burden of the request is too great.
 - 4.5.2 Detrimental effect on the health and safety of the employee or other staff;
 - 4.5.3 Inability to reorganise work to accommodate the request;
 - 4.5.4 Inability to recruit or retrain staff to accommodate the request;
 - 4.5.5 Detrimental impact on the quality of the employee's work or the work of other staff;
 - 4.5.6 Detrimental impact on the ability of other staff to perform their work;
 - 4.5.7 Insufficiency of staff to perform the work; or
 - 4.5.8 Planned structural changes.

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- 4.6 Where a request to flexibly work is refused, the employee has an automatic right for the employee to return to their previous arrangement.

5. Appeals

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- 5.1 Employees have the right to appeal a refusal of a request to work flexibly.
- 5.2 An employee who wishes to appeal must do so in writing to <<individual/title>> within [14 days] of being notified of the decision.
- 5.3 The employee will be notified of the decision which must be within [14 days] of the Company receiving the request. The employee is entitled to be accompanied by a friend or colleague to the meeting.
- 5.4 The employee will be notified of the decision within [14 days] of the appeal meeting. The notification must include the reasons for the decision.
 - 5.4.1 uphold the appeal;
 - 5.4.2 dismiss the appeal, giving reasons for doing so together with details of the alternative arrangements.

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- 5.5 The appeal decision is final.

6. **Data Protection**

6.1 Data collected in managing
with the Company's Data Prote

est will be processed in accordance

This policy has been approved &

Name: <<Insert F

Position: <<Insert P

Date: <<Date>>

Signature:

ces Manager>>

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