1. Introduction

1.1 All <<Company Name service have the right to reques seriously by the Company.

<-Fle

2. Aims of the Policy

- To ensure that staff are that eligible staff are at
- To ensure that <<Com law, and that all applica

The Company understands tha respond to personal issues, su such as an employee who is su

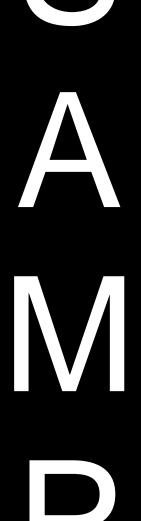
3. Provision

- 3.1 All employees are eligi They must:
 - 3.1.1 be an employe weeks: and
 - 3.1.2 not have made months.
- 3.2 All employees will be c sexual orientation, disa maternity or gender rea
- 3.3 Eligible employees will the periods of time that
 - [Part Time wor 3.3.1 3.3.2 [Compressed 3.3.3 [Flexitime] 3.3.4 [Home Workin 3.3.5 [Job-Sharing]

 - 3.3.6 [Term-Time W
 - [Shift Working 3.3.7
 - 3.3.8 [Annualised He
- 3.4 Employees who would to <<individual/title>>.

4. Procedure

4.1 An employee who wish <<individual/title>> incl



im of 26 weeks' continuous ve their request considered

apply for flexible working, in order nmitments with other priorities; and h all of its obligations imposed by alt with fairly and consistently.

ements can help employees to and deal better with health issues, s because of menopause.

if they meet the following criteria.

ompany continuously for at least 26

work flexibly in the preceding 12

ng regardless of their age, sex, , marital status, pregnancy or

hange the hours that they work or

y of the options above should speak

must do so in writing to ion:

for flexible wor 4.1.2 the employee's 4.1.3 the employee's

4.1.1

a statement th

- effect the emp can be dealt w
- 4.1.4 a start date for Company to co
- 4.1.5 the date on wh previous applie
- 4.2 All flexible working req receipt to notification o
- 4.3 <<Individual/title>> will within [28 days]. The e
- 4.4 The employee will be r meeting. This notificati
 - 4.4.1 Accept the req
 - 4.4.2 Confirm a com
 - 4.4.3 Reject the request details of the a
- 4.5 The Company will only following grounds:
 - 4.5.1 The burden of Detrimental eff 4.5.2 Inability to reor 4.5.3 4.5.4 Inability to recr 4.5.5 Detrimental im 4.5.6 Detrimental im 4.5.7 Insufficiency of Planned struct 4.5.8
- 4.6 Where a request to flex return to their previous

5. <u>Appeals</u>

- 5.1 Employees have the right
- 5.2 An employee who wish [14 days] of being notif
- 5.3 The employee will be a Company receiving accompanied by a frier
- 5.4 The employee will be meeting. The notification

5.4.1 uphold the app5.4.2 dismiss the appendix explanation of

5.5 The appeal decision is















e employee's statutory right to apply

lication; plan, and an explanation of what he Company's business and how it

h allows reasonable time for the proposal; and and the dates and results of any

n a period of three months from first

employee to discuss the request gue to the meeting if they wish.

[14 days] of the date of the

ate as well as any other action; or ting; or s reasons for doing so together with

ork flexibly on one or more of the

mer demand; g staff;

e employee proposes to work; or

utomatic right for the employee to

usal of a request to work flexibly.

n writing to <<individual/title>> within

which must be within [14 days] of the The employee is entitled to be

ision within [14 days] of the appeal

ation and start date; or the decision and contain a sufficient

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