



## Fierte Multi Academy Trust

# Flexible Working Policy 2018-2019

### **Legislation**

The school believes that flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

From 30 June 2014, all employees who have a minimum of 26 weeks' continuous service have the right to request flexible working. Flexible working requests may cover any of the following:

- changes to the number of working hours
- changes to working days
- changes to the pattern of work
- change to work location, including homeworking

All requests must be considered carefully and seriously and dealt with in a reasonable manner.

**Making a request for flexible working**

All requests must be made in writing using the Flexible Working Application Form, which can be found in the Staff Shared Area in each academy.

The form must be fully completed, signed and dated before being submitted to the Headteacher.

Only one request can be made in every 12 month period.

### **Meeting to discuss a flexible working request**

On receipt of the Flexible Working Application Form, the Headteacher will usually arrange a meeting to deal with the request. The purpose of the meeting is to find out more about the proposed changes to working arrangements and how they could benefit both the employee and the school.

Where a request can without further discussion be approved in the terms stated in the employee's written application, a meeting will not be necessary.

### **Outcome of a flexible working request**

After the meeting, the Headteacher will consider the proposed flexible working arrangements carefully, weighing up the potential benefits to the employee and to the school against any adverse impact of implementing the changes. Each request will be considered on a case-by-case basis: agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to his/her working pattern.

The Headteacher will inform the employee in writing of their decision, as soon as practicable after the meeting. The request may be granted in full or in part: for example, the school may propose amendments to the request, 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.

### **Rejecting a flexible working request**

If a flexible working request is rejected, written reasons should be given to the employee. Those reasons must be for one or more prescribed business reasons, which are:

- the burden of additional costs;
- an inability to reorganise work among existing staff;
- an inability to recruit additional staff;
- a detrimental impact on quality;
- a detrimental impact on performance;
- a detrimental effect on ability to meet customer demand;
- insufficient work for the periods the employee proposes to work; and
- a planned structural/organisational change.

These reasons for rejection are prescribed by the legislation and a refusal should not be for any other reason.

### **Granting a flexible working request**

If the decision is to grant the request, the Headteacher will meet with the employee to discuss how and when the changes will be implemented.

A change granted under flexible working is a permanent contractual change (unless it is agreed on a temporary basis) and a variation to the employee's contract of employment must be issued.

### **Timescales**

All requests will be dealt with within three months from first receipt to notification of the decision on appeal. With this in mind, the Headteacher should hold the initial meeting without unreasonable delay to enable notification of the outcome and any appeal to take place within the prescribed timescale.

The time limit may be extended where both the employee and employer are in agreement. For example, to give the employee a trial period on the flexible working arrangements.

### **Problems with a flexible working request**

If an employee is dissatisfied with the way in which their request has been handled, they should raise a grievance under the agreed Grievance Policy.

### **Appeal**

The employee has the right to appeal a decision to reject their flexible working application, including if it is rejected in part. An appeal should be made in writing, without delay, to the Chair of the Governing Body.

If an employee fails to attend a meeting, including an appeal meeting, and then fails to attend a rearranged meeting without good reason, the application or appeal will be deemed to have been withdrawn.