



Flexible Working Policy

1. Scope

With effect from 30 June 2014 all eligible employees have the statutory right to apply for flexible working.

This policy applies to all employees based in schools and academies. For academies any reference to school in this procedure will be taken to mean academy, and any reference to the Headteacher will be taken also to mean Principal.

2. Principles

The Flexible Working Policy outlines the school's commitment to consider flexible working arrangements for eligible employees.

The school recognises the contribution of all its employees and also understands that at some time in their working lives, employees may wish to work more flexibly.

No employee will be treated less favourably, suffer detriment, or be dismissed because they request, or take, flexible working.

Flexible working is about considering the way the work is organised to see whether it is possible to have different working arrangements. Types of flexible working can be part-time working, job sharing, working staggered hours, working compressed hours etc. Any arrangements must, however, always take into account the need for the school to achieve its core purpose as efficiently and effectively as possible.

Where the request for flexible working has been granted it will be a permanent change to the employee's contract of employment. If an employee's circumstances change in relation to the need for flexible working, there is no statutory right for a return to the terms and conditions that applied to them prior to the commencement of the flexible working arrangements. In certain circumstances the school may agree to the change on a trial basis.

- The school will consider requests for flexible working by eligible employees who put in a written request objectively
- The school will follow the correct procedure as outlined in this document
- The school can decline an application where it is considered that granting flexible working would be detrimental to the needs of the school

3. Eligibility

To be eligible to make a request for flexible working the person must:

- be an employee
- have worked for the school continuously for at least 26 weeks as at the date of the application for flexible working

- not have made an application for flexible working during the previous 12 months from the date of the current application

4. Procedure

Step 1: Requesting Flexible Working Arrangements

An application for flexible working must be in writing setting out:

- The date of the application, the change to the working pattern the employee is seeking and when they would like this change to come into effect
- The effect, if any, the employee thinks the requested change will have on the school and how, in their opinion, any such effect might be dealt with
- That this is a statutory request and if the employee has made a previous application for flexible working and the date of the application.

Alternatively, the employee can complete the Application for Flexible Working Form at Appendix A.

Step 2: Meeting to discuss the request for flexible working

Following a request for flexible working from the employee, the headteacher or the designated line manager will invite the employee to a meeting within **10 working days** of the application to discuss the request. The school is under an obligation to give the request for flexible working serious consideration. If, however, the employee's requested working pattern cannot be granted, the employee will be given reasons for the refusal, in writing, within **10 working days** after the meeting. These reasons might include:

- Burden of additional costs to the school
- Inability to reorganise work among existing staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficient work when the employee proposes to work
- Planned structural changes
- Inability to recruit additional staff
- Any other justifiable reason

Step 3: Appeal

Where a request for flexible working is refused, the employee will be granted the right of appeal by instigating the Stage 3 of the school's grievance procedure.

If an employee wishes to appeal they must submit the appeal in writing within **10 working days** of written notification of the decision and state grounds for appeal.

The Headteacher/designated manager will arrange for an appeal meeting to be held as soon as possible following receipt of the written grievance appeal. The employee will be given **10 working days** notice of the appeal meeting. The employee will have the right to be accompanied at the appeal meeting by a trade union representative, work colleague or friend.

The panel hearing the grievance (appeal) will be made up of governors of the school who were not involved in the original decision to refuse the request.

The school will reserve the right to use governors from other schools under collaboration arrangements.

Application For Flexible Working

Employee to complete	
Name:	
Job Title:	
Start date with the School:	
I am making a statutory request under the Flexible Working Regulations 2014: <input type="checkbox"/>	
I have requested flexible working during the last 12 months: *Yes <input type="checkbox"/> No: <input type="checkbox"/>	
*Please state date of application:	
Reason for requesting a change to my working pattern	
<i>(extend as necessary)</i>	
What effect I think the requested change will have on the school and how, in my opinion, any such effect might be dealt with	
<i>(extend as necessary)</i>	
I would like the change to be effective from:
Submitted by Employee	Date

Manager to complete:
I have considered this application in line with the Flexible Working Policy. <i>(complete as appropriate)</i>
The employee is eligible to apply for flexible working Yes <input type="checkbox"/> No <input type="checkbox"/>
The impact of this request is as follows.
<i>(extend as necessary)</i>

Middlesex Learning Partnership /Flexible Working Policy
Ratification Date: Sept 2017
Reviewed – As required
Next Ratification: N/A
Governor/Director owner: Chair of Operations Committee
Lead Staff Member owner: HR Manager

I <u>approve</u> the following change in working pattern. <input type="checkbox"/>				
I <u>have not approved</u> a change in working pattern (Reasons given below) <input type="checkbox"/>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Signed by Manager</td> <td style="width: 40%; text-align: right;">Date</td> </tr> <tr> <td style="text-align: center;">.....</td> <td style="text-align: center;">.....</td> </tr> </table>	Signed by Manager	Date
Signed by Manager	Date			
.....			

The Headteacher must ensure that any changes are notified to Schools HR/Payroll Provider.

This form must be placed on the employee’s personal file and a copy given to the employee.