Flexible Working Policy
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1  Purpose

1.1. The purpose of the Policy is to set out University provision for staff who request flexible working. Flexible working is recognised as a way to increase the range of employment and career opportunities for people not wanting to undertake full-time work. It assists in the retention of skilled and experienced staff who wish to make changes to their work-life balance, and may play an important part where staff wish to phase their retirement.

2  Eligibility

2.1. To be eligible to request flexible working you must have at least 26 weeks service.

2.2. You can only make one application for flexible working in a 12 month period.

3  Types of flexible working

3.1. You can request to change the:

- Hours you are required to work, e.g. part time, job sharing
- Times you are required to work, e.g. compressed hours, staggered hours, term time working
- Location where you are required to work, e.g. doing some of or all of your work from home or a location other than your normal place of work

3.2. Any changes made as a result of a request will result in a change to your terms and conditions of employment. During your PDR it is expected that you and your manager will discuss your working arrangements to ensure they continue to be suitable for both parties.

4  Consideration of requests

4.1. The University will seriously consider all requests. Your manager will constructively discuss with you your request with the intention of agreeing mutually acceptable working arrangements.
4.2. The maximum timescale for your manager to decide on your request is 3 months, unless an extended timescale is agreed with you, however the University seeks to respond as soon as practicable. The usual lead in time before a change in working arrangements come into effect is 2 months.

4.3. The final decision will be based on business reasons. Requests can be refused if they are disproportionate to the benefit to the organisation. These may include:

- Extra costs that will be detrimental to the organisation
- The work cannot be reorganised amongst other staff
- The organisation is unable to appoint an appropriate person to cover
- A negative impact on quality and performance
- The organisation won’t be able to meet demands placed on it
- There’s a lack of work to do during the proposed working times
- There are planned structural changes to the workforce

4.4. If your request is refused you will have the opportunity to appeal. See the Appeal Process in the Flexible Working Procedure for details.

Associated Documents:

- Flexible Working Procedure
- Flexible Working Request Form
- Flexible Working Managers Guidance

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