

POLICY:	REF: ESD009	VERSION: 1
Flexible Working	Employment & Staff Development	
APPROVAL BODY:	DATE:	REVIEW DATE:
ALET Board	11.07.17	10.07.20
LEAD PERSON: Group Human Resources		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1.	Multi Academy Trust Board	New Policy

Flexible Working Policy

Purpose of the Policy

Activate Learning Education Trust (ALET) recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore the organisation wants to support its employees achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests. The organisation is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

Any employee with at least 26 weeks of employment service has a statutory right to request flexible working.

What is flexible working?

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

The following flexible working options are considered to be the typical arrangements that employees will request but the organisation recognises that there may be alternatives or a combination of options which are suitable to both the organisation and the employee:

- Annualised hours
- Job-sharing
- Part-time working
- Term-time working
- Compressed Hours

All requests for part-time or flexible working will be considered, however, the fact that part-time/flexible employment has been requested will not guarantee that such arrangements will be agreed to, as the primary concern must remain the most effective and efficient delivery of teaching and associated services.

A request form can be found at the end of this policy.

Operation

An eligible employee is entitled to submit one flexible working requests in a twelve month period (an employee is entitled to additional requests if they relate to a statutory entitlement e.g. the Equality Act 2010 right to request reasonable adjustments).

If the employee is making the request in relation to the Equality Act, e.g. as a reasonable adjustment relating to a disability, this should be made clear in the application.

All requests should be sent in writing to the Head/Principal and should explain how the role may be carried out under flexible conditions. The Head/Principal will consult with the SLT regarding curriculum and pastoral provision and consider the financial implications. A meeting will be held within 28 days of the request and a decision will be given within the following 14 days.

The decision to offer part-time or flexible working will be guided by:

- The fulfilment of the pastoral needs of the students can be met
- Any adjustment to the employee's workload will always be conditional on the academy being able to deliver a full curriculum and support offering
- The needs of the academy can be met without the need to employ additional staff, or the incurrance of unreasonable additional costs
- Consideration will be taken from the employee's line management responsibilities and the needs of other employees
- That wherever possible requests for flexible or part-time should be made before 31st January for the following September
- Employees who are currently working part-time or flexibly and apply for a promoted or different post may be required to return to full-time work if successful
- Where a part-time or flexible working hours arrangement has been granted, the pay/salary of that employee will be reduced on a pro rata basis according to the percentage reduction from the normal working hours of the employee
- Employees who are granted part-time employment are required to attend parent/teacher meetings for the students whom he/she teaches, whether or not such meetings are held on the days that he/she normally attends
- Employees who are granted part-time or flexible employment are expected to keep abreast of staff INSET if training days are held on days that he/she does not normally attend
- The academy will consider the precise days or part days requested, however cannot guarantee to meet requests
- The academy reserves the right to change precise days or part days depending on the timetable requirements and other factors. If changes are to be made notice will be given in line with an employees' contract.

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 their working pattern.

The employee will be informed in writing of the organisation's decision as soon as is reasonably practicable, but no later than 14 days after the meeting.

Dealing with Multiple or Competing Requests for Flexible Working

Requests will be considered in the order they are received. Having considered and approved one request, it does not follow that subsequent requests will be agreed. Managers will consider each application in the context of the academy at the time.

Where multiple requests are received at the same time, priority will be given to employees whose request is due to :

- Ill health or disability where flexible working would help the employee attend or remain in work.
- Caring responsibilities - the academy recognises that many staff, in addition to work, have unpaid caring responsibilities for relatives, children and friends who need support due to illness, disability or frailty.
- Child Care arrangements.

Where these factors do not exist, requests will be treated on their own merits looking at the business case, the impact on the academy and the possible impact of refusing a request.

Trialling new working arrangements

Where there is some uncertainty about whether the flexible working arrangement is practicable for an employee and/or the organisation a trial period may be agreed. If a trial period is arranged the organisation will allow sufficient time for an employee and their manager to implement and become used to the new working practices before taking any decisions on the viability of a new arrangement.

Varying an employee's contract

Where flexible working practices are agreed as a permanent change, a variation will need to be made to the employee's contract of employment. An addendum to the contract of employment will be sent to the employee within 28 days of the change to the employee's working pattern being agreed.

Where a trial period has been arranged the organisation will provide the employee with a document that details their new working pattern and makes clear that it is only a temporary variation to the terms of the employee's contract. The employee will be informed in writing of the start and end dates of the trial period (although the organisation may reduce or lengthen the trial period where necessary with the agreement of the employee). The organisation will reserve the right, at the end of the agreed trial period, to require the employee to revert to their previous working arrangement.

Appeals

The procedure provides an employee with the right to appeal the decision within 10 working days of it being notified to them.

The appeal should be made in writing to the Head/Principal who will review the application and arrange to meet the employee and Vice Head/Principal within 10 days of receipt of the appeal to encourage both parties to reach a satisfactory outcome at the workplace. The member of staff may be accompanied by their union representative or a work colleague.

The Head/Principal will notify the member of staff of the outcome of the appeal in writing within 10 working days of the meeting at which point the decision made will be final.

Other Options

Other policies are available that may help employees to achieve the flexibility they need in the short term.

Parental Leave Scheme
Emergency and Special Leave Scheme
Unpaid Leave.

Monitoring and Evaluation

The Trust and Head/Principal will monitor the operation and effectiveness of the Flexible Working Policy.

Policy created: July 2017
Policy review date: July 2020

Appendix 1

1. Personal Details

EMPLOYEE NAME:

LINE MANAGER:

JOB TITLE:

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided under section 80F of the Employment Rights Act 1996. I confirm that I meet each of the eligibility criteria as follows:



• I have worked continuously as an employee of the company for the last 26 weeks

• I have not made a request to work flexibly under this right in the last 12 months

Date of any previous request to work flexibly under this right:

If you are unable to tick all of the boxes, you do not qualify to make a request to work flexibly in law.

This does not mean that a request may not be considered, but you will have to discuss this with your manager and not as a statutory right to make a request. We are always happy to explore this with you but are not always able to guarantee your preferred options as such requests are subject to line management approval and business operational needs.

2a. Describe your current working pattern (days/hours/times worked):

DAY	TIMES		LENGTH OF BREAK	NO OF HOURS WORKED (Excluding Break)
	Start Time	End Time		
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
TOTAL				

2b. Describe your proposed future working pattern (days/hours/times worked):

DAY	TIMES		LENGTH OF BREAK	NO OF HOURS WORKED (Excluding Break)
	Start Time	End Time		
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
TOTAL				

2c. I would like this working pattern to commence from:

Date:

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3. Impact of the new working pattern

I think this change in my working pattern will affect my employer, colleagues and learners/ clients/ customers as follows:

4. Accommodating the new working pattern.

I think the effect on my employer, colleagues and learners/ clients/ customers can be managed so as not to detrimentally impact our service offering as follows:

Signature :

Date:

Employer's confirmation of receipt: (to be completed and a copy given to the employee)

Dear:

Employee's Name

I confirm that I have received your application for flexible working which you submitted on:

DATE:

I shall be arranging a meeting to discuss your application within 28 days following this date. In the meantime you may wish to consider whether you wish to be accompanied at that meeting by a colleague, or if a member, a union representative. Please let me know if you wish to be accompanied.

Signed

Job Title

Dated

FWR Form