

Employee Health & Wellbeing Policy - Annex 2

Requesting Flexible Working

The procedure for requesting flexible working will be as follows:

1. A member of staff wishing to request flexible working should submit a written request to the relevant Head of School (or equivalent) outlining the reason for the request. The request should state the proposed effective date, the changes required, the effect these changes may have on the University and how this might be dealt with. A standard form, available from the Human Resources Office, should be completed.
2. Within 28 days of receiving the written request the Head of School will arrange to meet with the member of staff to discuss the request and how best it might be accommodated. The meeting will provide an opportunity to consider alternative working patterns should this be necessary.
3. The member of staff will have the right to be accompanied to the meeting by a work colleague or a trade union representative.
4. The Head of School will advise the member of staff of his/her decision within 14 days of the meeting, providing detailed reasons for any variation to the request or refusal. (Where a member of staff is exercising their legal right to request flexible working, the request can only be refused on specific grounds, as listed on page 2).
5. The decision must be reported to the relevant HR Partner/Advisor who will advise as to the need for a Staffing Request Form to be completed, and will action any necessary variation of contract.
6. A variation to a work pattern may be made on a permanent or time-limited basis. It may be advisable to include a trial period in any agreement.
7. In circumstances where a member of staff is exercising a legal right to request flexible working, and the application is refused or amended, the member of staff will be informed of their right of appeal. An appeal should be made in writing to the Director of Human Resources, stating the grounds of appeal, within 14 days of being informed of the decision.
8. An appeal meeting will then be arranged to hear the appeal within 14 days of receipt of the appeal letter. The member of staff will have the right to be accompanied to the appeal meeting by a colleague or a trade union representative.
9. The outcome of the appeal will then be communicated to the member of staff within 14 days of the appeal meeting.
10. No further request for flexible working can be made until a period of 12 months has elapsed following the last request.