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**FLEXIBLE WORKING POLICY**

This policy document applies to your employment at *[Insert organisation name and address]*, ("the Organisation") and all other organisation sites that you may be asked to work at from time to time.

**1. Policy Statement**

**1.1** This policy is intended to comply with the law of England & Wales regarding the right to apply to work flexibly. This policy is not a contractual document.

**1.2** In the event that this policy and the law conflict, the law shall take precedence. If employees are in any doubt as to what their rights are they should discuss matters with the employer or the person named at clause 6.

**1.3** This policy is intended to apply to all employees:

**(a)** Who are parents, adopters, guardians or foster parents of children aged under seventeen years old, or

**(b)** Who are parents, adopters, guardians or foster parents of disabled children aged under eighteen years old.

**(c)** Who are spouses of persons falling into either category (a) or (b) above.

**(d)** An employee who is a Carer for an adult.

**2. Criteria**

**2.1** The employer will consider a request made by an employee to work flexibly, provided that the employee satisfies the following criteria:

**(i)** The employee has worked for the employer for a continuous period of 26 weeks at the date their application is made.

**(ii)** The employee has a child under the age of seventeen, or in the case of a disabled child, under the age of eighteen. Or the employee cares for an adult.

**(iii)** The employee is the mother, father, adopter, guardian or foster parent of that child or the spouse of any of the aforementioned.

**(iv)** The employee must have or expect to have responsibility for that child's upbringing and the application must be made to enable them to care for that child.

**(v)** The application is made no later than two weeks before the child's 17th birthday, (or 18th birthday in the case of a disabled child).

**(vii)** The employee must not have made another application to work flexibly to the employer during the past twelve months.

**Sample document – the remaining are clause headings only  
Full document contains all clauses**

### **3. Notification Requirements**

### **4. Appeals**

### **5. Date of Implementation**

### **6. Questions**

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