

## FLEXIBLE WORKING POLICY

This policy document applies to you [name] [name] and address], ("the Organisation") may be asked to work at from time

### 1. Policy Statement

**1.1** This policy is intended to comply with the requirements of the Flexible Working Regulations 2014 regarding the right to apply to work flexibly. This policy is set out in this document.

**1.2** In the event that this policy and any other applicable policies conflict, this policy shall take precedence. If employees are in any doubt as to the interpretation of this policy, they should discuss matters with the employee's line manager.

**1.3** This policy is intended to apply to employees who are eligible to apply for flexible working arrangements.

**(a)** Who are parents, adopters, guardians or special guardians of children under six years old, or

**(b)** Who are parents, adopters, guardians or special guardians of children aged under eighteen years

**(c)** Who are spouses of persons falling within categories (a) or (b)

### 2. Criteria

**2.1** The employer will consider a request for flexible working arrangements, provided that the employee meets 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 six, or a child, under the age of eighteen.

**(iii)** The employee is the mother, father, guardian or special guardian of that child or the spouse of any of the above.

**(iv)** The employee must have or expect to have a child for whom they are responsible for upbringing and the application must be for flexible working arrangements for that child.

(v) The application is made no later than 28 days before the employee's birthday, (or 18<sup>th</sup> birthday in the case of a young person).

(vi) The employee must not have been employed by the employer during the past twelve months.

### **3. Notification Requirements**

**3.1** If the criteria at clause 2 are satisfied, the employee must give the following notification requirements:

**3.2** The employee must apply in writing to the employer in advance of the changes to their work pattern (including changes to their hours, working from home etc). The application must be dated and the employee must specify when and give further details of the proposed changes. If the employee has made a previous application to the employer and it has not been successful, it will be taken to have been considered by the employer.

**3.3** Within 28 days of the employee's application, the employer will arrange a meeting with the employee to discuss the practicalities of the employee's desired changes. If appropriate, the employer will be accommodated. If appropriate, the employer will be discussed with the employee.

**3.4** The employee will be entitled to be accompanied at the meeting by:

(i) The meeting may be postponed if the employee is unable to attend on the employee's proposed date.

(ii) The work colleague shall be permitted to accompany the employee for a maximum of two hours to accompany the employee.

**3.5** Within fourteen days of the date of the meeting, the employer must inform the employee to either:

(i) Agree a new work pattern and

(ii) Provide clear business grounds for refusal, which are accepted and the reasons why such a change is not possible in the circumstances.

**3.6** If the employer has been unable to agree a new work pattern during the day time period because the employee is unavailable, the employer must provide further information, the employer must

reasons for the delay and notify an employee, and the date by which the extension period will then be confirmed.

**3.7** An employee may withdraw his or her appeal from a meeting. The employer may also terminate an appeal in the following circumstances:

(i) Where the employee fails to attend a meeting;

(ii) Where the employee fails to provide the employer with information required for the appeal, or where there is a significant variation to the employee's work pattern.

**3.8** Should the employer accept the employee's appeal, the employer will draw up a new contract of employment reflecting the change to the employee's work pattern.

**3.9** Insofar as an employee's change of work pattern, remuneration, this will be discussed with the employee. Any changes are made to the employee's contract of employment.

**3.10** Should the employer refuse the employee's appeal, the employee will be required to return to work on the original work pattern then the employee will be required to sign clause 4.

#### **4. Appeals**

**4.1** Within 14 days of receipt of the employer's decision, the employee may appeal to the employer in writing, specify the grounds of appeal.

**4.2** *[Insert name of person to hear appeal]* will be invited to attend within fourteen working days of receipt of the appeal.

**4.3** The employee will be invited to attend the meeting and all reasonable steps to attend.

**4.4** The decision of *[Insert name of person to hear appeal]* will be final. The form of the appeal will be at the discretion of *[Insert name of person to hear appeal]*.

**4.5** The outcome of the appeal will be final. The decision will be made within fourteen working days after the appeal. The decision will be final and will specify the grounds of appeal.

(i) In the case of the appeal being [redacted]  
date.

(ii) In the case of the appeal being [redacted]  
the reasons why such grounds are [redacted]

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

This policy is effective from [Insert  
that occurred prior to this date.

### **6. Questions**

If you have any questions regarding [redacted]  
you please consult [Insert manage [redacted]

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## **EXAMPLE DOCUMENT**

### **FLEXIBLE WORKING POLICY**

This policy document applies to you at  
**45 Dover Street, London W2 8F**  
organisation sites that you may be

#### **1. Policy Statement**

**1.1** This policy is intended to complete  
regarding the right to apply to work  
document.

**1.2** In the event that this policy and  
precedence. If employees are in a  
should discuss matters with the em

**1.3** This policy is intended to apply

**(a)** Who are parents, adopters, guardians  
under six years old, or

**(b)** Who are parents, adopters, guardians  
children aged under eighteen years

**(c)** Who are spouses of persons fa

#### **2. Criteria**

**2.1** The employer will consider a request  
flexibly, provided that the employee

**(i)** The employee has worked for ten  
weeks at the date their application

**(ii)** The employee has a child under  
child, under the age of eighteen.

**(iii)** The employee is the mother,  
that child or the spouse of any of t

(iv) The employee must have or be undergoing a pregnancy or be caring for a child under the age of 16 years and the application must be made before the child is born.

(v) The application is made no later than 28 days before the employee's birthday, (or 18<sup>th</sup> birthday in the case of a young person).

(vi) The employee must not have been employed by the employer during the past twelve months.

### **3. Notification Requirements**

**3.1** If the criteria at clause 2 are satisfied, the employee must give the following notification requirements:

**3.2** The employee must apply in writing to the employer in respect of the changes to their work pattern (including changes to their hours, working from home, etc). The application must be dated and the employee must specify when and give further details of the proposed changes. If the employee has made a previous application to the employer, the application must specify when and give further details of the proposed changes. If the employee has not made a previous application to the employer, it will be taken to have been made on the date of the application to the employer.

**3.3** Within 28 days of the employee giving notice to the employer, the employer will arrange a meeting with the employee to discuss the practicalities of the employee's proposed changes. The employee's proposed changes will be accommodated. If appropriate, the employee's proposed changes will be discussed with the employee.

**3.4** The employee will be entitled to be accompanied at the meeting by a work colleague.

(i) The meeting may be postponed if the employee is unable to attend on the proposed date. A work colleague to attend on the employee's behalf may be nominated.

(ii) The work colleague shall be permitted to attend the meeting for a period of up to one hour to accompany the employee.

**3.5** Within fourteen days of the date of the meeting, the employee to either:

(i) Agree a new work pattern and

(ii) Provide clear business grounds accepted and the reasons why such circumstances.

**3.6** If the employer has been unable to attend a meeting during the day time period because the employee is unavailable, the employer must provide further information, the employer must provide the reasons for the delay and notify an employee, and the date by which the extension period will then be confirmed.

**3.7** An employee may withdraw his or her request for a meeting. The employer may also terminate a meeting in the following circumstances:

(i) Where the employee fails to attend a meeting.

(ii) Where the employee fails to provide the employer with information required for a variation to the employee's work pattern.

**3.8** Should the employer accept the employee's request for a change to the employee's work pattern, the employer will draw up a new contract of employment.

**3.9** Insofar as an employee's change of work pattern, remuneration, this will be discussed with the employee. Any changes are made to the employee's contract of employment.

**3.10** Should the employer refuse the employee's request for a change to the work pattern then the employee will be notified in clause 4.

#### **4. Appeals**

**4.1** Within 14 days of receipt of the employer's decision, the employee may appeal to the employer in writing, specify the grounds of appeal.

**4.2 Peter J Thompson** will hear and determine the appeal on receipt of the employee's notice of appeal.

**4.3** The employee will be invited to attend a meeting to discuss all reasonable steps to attend.

**4.4** The decision of **Peter J Thom**  
will be at the discretion of **Peter J**

**4.5** The outcome of the appeal will  
fourteen working days after the ap  
appeal will be final and will specify

**(i)** In the case of the appeal being  
date.

**(ii)** In the case of the appeal being  
the reasons why such grounds are

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

This policy is effective from **6<sup>th</sup> Ap**  
that occurred prior to this date.

### **6. Questions**

If you have any questions regarding  
you please consult **Peter J Thom**

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