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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 The employer will deal with and make a decision regarding any individual request for flexible working within three months of receiving such a request from the employee. This three-month period includes any appeal process that may be granted to the employee. However, the employer can extend this three-month period where the employer and employee agree to an extension.

1.4 This policy is intended to apply to all employees subject to the criteria stated in clause 2 below.

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 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

7. Alteration of this Policy

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