



Wibsey Primary School  
Policy for School Staff

# Flexible Working Policy

---

Wibsey Primary School has adopted the PACT HR recommended model procedure as agreed by Trade Unions.

Agreed by Governors	Full Governors	
	Finance and General Purposes	
	Teaching and Learning	
Chair of Committee	Dominic Whowell	
Written	November 2016	
Review	November 2019	

NB. This guidance will be retained for a period of 7 years from replacement.

Version: 6 / Dated: June 2016



# Contents

## Flexible working policy for school staff

Introduction .....	3
Requests for flexible working.....	3
Meeting to discuss a flexible working request .....	<b>Error! Bookmark not defined.</b>
Outcome of a flexible working request .....	4
Reasons for turning down a flexible working request.....	4
Flexible working requests that are granted .....	4
Timescales.....	5
Problems with a flexible working request .....	5



## Introduction

The school believes that flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

From 30 June 2014, all employees who have a minimum of 26 weeks' continuous service have the right to request flexible working and to have their request considered seriously by school. Employees who make a request to work flexibly before 30 June 2014 must do so under the school's policy that is applicable at that time.

## Requests for flexible working

A request for flexible working could include a request for a change to the number of hours that the employee works, a request for a change to the pattern of hours worked, a request to job share or a request to perform some or all of the work from the employee's home.

All requests must be made in writing by filling in the requisite application form, which is available from school. Any request made under this policy must include:

- the date of the application;
- the changes that the employee is seeking to his/her terms and conditions;
- the date on which the employee would like the terms and conditions to come into effect;
- what effect the employee thinks the requested change would have on the organisation;
- how, in his/her opinion, any such effect might be dealt with;
- a statement that this is a statutory request;
- whether or not the employee has made a previous application for flexible working; and
- if the employee has made a previous request, when the employee made that application.

Where the request is being made by a disabled person as part of a request for a reasonable adjustment to his/her working arrangements, the employee should state this in the written application.

School should not reject out of hand a request that does not contain the required information. The employee's line manager should explain to the employee what additional or amended information he/she needs to provide and ask the employee to resubmit the request.



Once the school receives the request, it will be dealt with as soon as possible, by the Finance and General Purposes Committee or the Full Governing Board.

## Outcome of a flexible working request

The Governors will consider the proposed flexible working arrangements carefully, weighing up the potential benefits to the employee and to the school against any adverse impact of implementing the changes. 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 his/her working pattern.

The employee will be informed in writing of the decision as soon as is reasonably practicable after the meeting. The request may be granted in full or in part: for example, the organisation may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period. The employee will be given the right to appeal the decision if the employee's request is not upheld or is upheld in part.

## Reasons for turning down a flexible working request

The Governors will give reasons for the rejection of any request. Those reasons must be for one or more prescribed business reasons, which are:

- the burden of additional costs;
- an inability to reorganise work among existing staff;
- an inability to recruit additional staff;
- a detrimental impact on quality;
- a detrimental impact on performance;
- a detrimental effect on ability to meet customer demand;
- insufficient work for the periods the employee proposes to work; and
- a planned structural change to the business.

The Governors must not reject a request for any other reason.

## Flexible working requests that are granted

If the request is upheld, the employee and the Headteacher will discuss how and when the changes will take effect. Any changes to terms and conditions will be put in writing and sent to the employee as an amendment to his/her contract of employment/written statement of terms and conditions of employment as soon as is reasonably practicable.

## Timescales

All requests will be dealt with within a period of three months from first receipt to notification of the decision on appeal providing the scheduled Governor meetings lie within this period. The employee will be informed of the decision made by Governors within 14 days of the meeting. Employees who are dissatisfied with the outcome of their request are allowed to lodge an appeal within [14 days] of the notification, with the appeal to be heard within [14 days]. The employee will be informed of the outcome of his/her appeal within [14 days] of the appeal meeting. These time limits may be extended where both the employee and school are in agreement. For example, the Governors and the employee may agree to extend the time limit to give the employee a trial period on the flexible working arrangements.

## Problems with a flexible working request

If an employee is dissatisfied or unclear at any stage throughout the process, he/she should seek clarification from the Governors. If an employee is dissatisfied with the way in which his/her request has been handled, he/she can raise a grievance under the school's grievance procedure.

The Governing Body will have regard to the school's equal opportunities policy when considering the request.

If an employee fails to attend a meeting, including an appeal meeting, and then fails to attend a rearranged meeting without good reason, his/her application will be deemed to have been withdrawn.

---

## FLEXIBLE WORKING



# REQUEST FOR FLEXIBLE WORKING

Name of employee:	
School:	
<b>To be eligible to make a request for flexible working, you must have 26 weeks' continuous service. If you are uncertain whether or not you are eligible to make a request, please clarify this with school. You can make only one request in every 12-month period.</b>	
Continuous Service Date:	
Date form submitted:	
Previous applications for flexible working	
Have you submitted a previous request for flexible working? (If yes, please answer the next question)	
When did you submit your last request for flexible working?	
Are you a disabled person whose request for flexible working is related to your disability?	
<b>I wish to make a statutory application for flexible working as detailed below:</b>	
Please set out the pattern of working that you are seeking. For example, if you wish to change your hours of work, please state what your current hours are and what you would like your new hours to be or, if you wish to work at home at certain times, please state which hours you would like to work at home.	
I would like the above change(s) to my working pattern to take effect on:	



Please state the effects that you think the changes you are requesting will have on school and on your department, your colleagues etc.

Please state how you think any such effect might be dealt with.

Once you have submitted a valid application for flexible working, the application will be discussed at the next Finance and General Purposes Committee or Full Governing Body. The school will write to you advising you of the decision made by Governors. If Governors have approved your request a meeting will take place with the Headteacher to discuss your working pattern, If your request is granted, it will mean a permanent change to the terms and conditions of your employment, unless agreed otherwise. If your request is refused you have the right to appeal by writing to the Clerk to Governors (via Jill Baker) within 14 days of the notification.

**Signed:**

**Date:**

**COPYRIGHT** © 2016 City of Bradford Metropolitan District Council, City Hall, Bradford, West Yorkshire, BD1 1HY.

All rights reserved. No part of this document can be reproduced in any material form (including photocopying or storing it in any medium by electronic means and whether or not transiently or incidentally to some other use of this document) without the written permission of the copyright owner except in accordance with the provisions of the Copyright, Design and Patents Act 1988. Applications for the copyright owner's written permission to reproduce any part of this document should be addressed to the Pact-HR Team via email [pact-hr@bradford.gov.uk](mailto:pact-hr@bradford.gov.uk).

**Warning:** To perform an unauthorised act in relation to a copyright work may result in both a civil claim for damages and criminal prosecution.

