



## **Flexible Working Policy**

### **Introduction**

This policy sets out CIT's approach to flexible working arrangements. The Trust understands flexible working can provide benefits to both the employee and the Trust and aims to support staff where possible/practical to manage the balance between work and home life.

However, the Trust recognises that staffing levels must at all times meet the demands and needs of its students. It will endeavour, therefore to strike a balance between the needs of individuals and the needs of the Trust.

Employees will find the ACAS code of practice and advice on handling requests for flexible-working useful to read. These documents are available from [www.acas.org.uk](http://www.acas.org.uk).

### **Eligibility**

All employees will be considered for flexible working regardless of their age, sex, sexual orientation, race, or religion or belief, or whether they have a disability, their level of seniority, their current working pattern, or whether they are employed on a permanent or fixed-term basis. However, there is no automatic right for employees to change their working pattern. Each application will be considered on its individual circumstances and any detrimental effect the change could have on the educational experience of students, colleagues' workload and the budget.

### **Refusals**

Your application, if refused, will only be refused under one or more of the following grounds set out in the Employment Right Act 1996:

- The burden of additional costs A detrimental impact on quality
- The change would have a detrimental effect on its ability to meet the needs of the Trust and students
- A detrimental impact on performance
- The inability to re-organise work among existing staff The inability to recruit additional staff
- Insufficiency of work during the periods the employee wishes to work Planned structural changes

## **The Procedure**

### **Step 1: The Application**

The employee should make a flexible working request in writing. The application should:

- Contain a statement that this is a statutory request
- Be signed and dated
- Set out the employee's proposal
  - Explain what effect the employee thinks this will have on colleagues and the Trust's objectives and how these may be dealt with;
  - Specify a desired start date for the proposed change, allowing a reasonable amount of time for the proposal to be considered and implemented.
  - State whether a previous application has been made, and if so, when it was made.

### **Step 2: The Meeting**

The Senior Leader in Charge of School will arrange to meet with the employee within 28 days of the request being submitted. This will give both parties the opportunity to discuss the desired work pattern, explore the situation in depth and how it might be best accommodated. It will also provide an opportunity to consider any alternatives should there be problems with the employee's original proposal. The employee is able to be accompanied at the meeting should they so wish.

### **Step 3: Approval/refusal of request**

The Senior Leader in Charge of School will write to the employee within 14 days after the date of the meeting either agreeing to or refusing the request. If the request is accepted, the letter of notification will outline the new working pattern and the start date. If the request is refused, the letter will state the grounds for refusal and the appeal procedure.

Any agreement to flexible working will be for an agreed time period, or it will be assumed that the working arrangement is permanent. A variation in contract will be issued by the employer setting out the details.

### **Step 4: Appeal**

An employee has 14 days in which to appeal the decision. The employee's appeal must again be in writing and outline the grounds of the appeal. The appeal should be sent to the clerk to the governors. The appeal committee will hold the appeal hearing within 14 days of notification. The employee is given the right to be accompanied and/or represented at the appeal hearing.

The chair of the appeal committee will write to the employee within 14 days to inform them of the decision, outlining the justification for the decision. The appeal decision will be final.

**Published: April 2017**

**Review Date: September 2019**

