



### **Flexible working**

All employees have a right to submit a request for flexible working arrangements.

The employee must:

- Have 26 weeks' employment at the application date
- Not have made a previous application during the last 12 months
- Not be an agency worker

Employees may only request flexible working in relation to the:

- Total working hours
- Times of work
- And the place of work

Employees request for flexible working must:

- Be made in writing
- Be dated
- Give details of the required flexibility and when it should start
- Explain how the changes might affect the business and how this could be dealt with
- Say if and when a previous application was submitted.

Once a written request has been received, it must be considered. A meeting should be arranged as soon as possible with the employee and employer to discuss the request.

If it is intended to approve the request no meeting will be required.

- The employee is entitled to be accompanied by a companion or trade union representative from the workplace.
- Within 28 days of receipt of the request the company will arrange a meeting to carefully consider the matter.
- The company will notify the employee of the decision, in writing, within 14 days of the meeting.
- The employee will have the right to appeal, in writing, within 14 days of the decision notification.

The company has the right to refuse requests on the grounds of the:

- Burden of additional cost
- Detrimental effect on ability to meet customer demands
- Inability to re-organise work amongst existing staff
- Inability to recruit additional staff
- Detrimental impact on quality or performance
- Insufficient work during the periods the employee requests to work
- Or planned structural changes

Employees will be notified of any agreed changes becoming a permanent part of their conditions of employment.