

Overview

The following overview provides a summary for handling employee requests for flexible working in Roedean Moira House.

Applicants for flexible working

All employees have the right to request to work more flexibly. However there will be some roles where flexible working options will not always be operationally practical.

The employee must:

- Have a child 16 and under (disabled child under 18)
- Be the carer for an adult as defined by the Department for Business, Innovation and Skills (BIS)
- Have worked with the School for 26 weeks continuously at the date that the application is made
- Not have made another application to work flexibly under the right during the last 12 months

Parents

To qualify the employee must have parental responsibility for the child. This includes biological parents, legal guardians, adoptive and foster parents and spouses of these, including same sex partners as long as they have parental responsibility for the child.

Carers

Employees can apply to work flexibly to look after a 'relative'. This definition covers parents, parent-in-law, adult child, adopted adult child, siblings (including those who are in-laws), uncles, aunts, grandparents or step relatives.

The Work and Families Act defines a carer as an employee who is or expects to be caring for an adult who:

Is marked to, or the partner or civil partner of the employee; or

Is a relative of the employee; or

Falls into neither category but lives at the same address as the employee

Making an application

The employee must comply with the following requirements:

- the application must be made in writing, stating that it is being made under the statutory right to apply for flexible working.
- the application must set out the employee's proposal and explain what effect the employee thinks this will have on the employer's business and how this will be dealt with
- the application must specify a start date for the proposed change giving the employer reasonable time to consider the proposal and implement it. This may take 12 - 14 weeks
- the application must state whether a previous application has been made and if so the date on which it was made
- the application must be dated.

Employees should be aware that if their application is approved, the variation in contractual terms is a permanent one and the employee has no automatic right to change back to their previous pattern of work, unless the application seeks the variation for a specified time period only. A trial period may be agreed.

Dealing with Requests

Within twenty eight days of your request receipt, a meeting will be arranged so your application can be discussed. You have the right to be accompanied by a colleague during meetings. Within



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fourteen days of the meeting, you will be informed of the School's decision - either the contract variation agreed to will be confirmed, or the business grounds upon which the School feels it is unable to accommodate your request will be set out. You are entitled to appeal in writing against the decision within fourteen days - an appeal meeting will be held and the outcome notified to you within a further fourteen days.

Extending time limits for meetings and decision making

If the Line Manager needs more time to come to a decision, they must obtain the agreement of their employee for an extension to the 14 days in which to inform the employee of the decision following the meeting.

In such circumstances, the line manager will need to agree with the employee an extension of the time limit to deal with the request and document this clearly.

Business Grounds for Refusal

Although the School will try to facilitate requests, the School must ensure that staffing levels remain in line with the demands of operation. As a result, if after your request has been given due consideration the School feels one or more of the following problems applies, it has the right to refuse to grant the requested change:

- The burden of additional costs
- A detrimental effect on the Schools' ability to meet the educational needs of the pupils
- An inability to reorganise work amongst existing members of staff or recruit new employees
- A detrimental impact on quality or performance
- Insufficiency of work during periods the employee proposes to work
- Planned structural changes; or
- Such other grounds as may be specified in regulations by the Secretary of State.

Related policies and documents

This policy should be read in conjunction with the following policies and documents:

Employee Handbook
Staff Handbook
Code of Conduct for Employees
Health Safety Handbook
Boarding Staff Handbook
National Minimum Standards for Boarding Schools
ISI Handbook for the Inspection of Schools, Regulatory Requirements
Teachers' Standards
Departmental Handbook
Complaints Policy (Parents)
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: June 2019