



FLEXIBLE WORKING POLICY

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CORPORATE FIT	
Internal Management Plan	
Risk Register	
Business Plan	
Regulatory Standards	
Equalities Strategy	
Legislation	

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1. INTRODUCTION AND POLICY STATEMENT

- 1.1 Part of our key aims of The Albyn Group is to build our Purpose, our Mission, our Values and our Vision into our policy and decision making on a daily basis. With that in mind, we aim to follow our guiding principles that apply to all policies: <https://www.albynhousing.org.uk/about-us/>
- 1.2 This document sets out our policy on handling requests by eligible employees for a variation to their terms and conditions of employment.
- 1.3 This policy is for guidance only and does not form part of your contract of employment and we may amend it at any time. It outlines the rights employees are given by law but is intended to be a summary only and not a complete statement of your rights.
- 1.4 Please contact the Human Resources (HR) department if you have any queries about your entitlement.
- 1.5 This policy applies only to employees and, in certain circumstances, to agency workers.

2. ELIGIBILITY CONDITIONS

- 2.1 To be eligible to make a flexible working request, you must:
- I. be an employee
 - II. have been continuously employed by us for not less than 26 weeks at the date your request is made; and
 - III. not have made any earlier flexible working request during the previous 12 months (including a request that you withdrew).

3. FLEXIBLE WORKING REQUESTS

- 3.1 A flexible working request under this policy is a request to do one or more of the following:
- I. to reduce or vary your working hours (for example a request to work fewer hours per week);
 - II. to reduce or vary the times you are required to work (for example to work on different days, or to start earlier or later in the day);
 - III. to work from home instead of at your usual workplace or at another of our business locations, for some or all of your working time.
- 3.2 No other changes to terms and conditions of employment are available under this policy.

3.3 Any requests for such changes should be made instead to the HR department.

4. MAKING A FLEXIBLE WORKING REQUEST

4.1 Your flexible working request must be made in writing to the HR department and must be dated.

4.2 It must:

- I. state that it is a flexible working request; and
- II. explain the flexible working change you would like and the date on which you want the change to become effective; and
- III. explain the effect, if any, you think the change will have on the Society and how, in your opinion, any such effect may be dealt with; and
- IV. state whether you have made any previous flexible working requests and, if so, when.

4.3 It is helpful if your request gives us as much information and detail as possible about your current working pattern, the flexible working changes you are requesting and why.

4.4 If you have a disability, and part of the purpose of your flexible working request is to ask for an adjustment to the way in which you work in order to alleviate any disadvantages from which you suffer in the course of your work as a result of your disability, you must also state this in your flexible working request and provide an explanation of how the suggested change would help alleviate those disadvantages.

4.5 A flexible working application form is available from the HR department.

4.6 It is advisable to obtain a copy of this form and use it when making your flexible working request, to ensure that you include all the required information.

4.7 Please note that you can make only one flexible working request in any 12-month period. In the event that a further request is made within the 12-month period, then this may be considered under management discretion.

4.8 If we receive flexible working requests from a number of different employees, we will consider them on their individual merits and in the order that we receive them.

5. MEETING WITH YOU TO DISCUSS YOUR APPLICATION

- 5.1 We will arrange a meeting with you at a mutually convenient time, and place, to discuss your flexible working request within 28 days after receiving your application.
- 5.2 You may be accompanied at the meeting by a colleague of your choice. Your companion will be entitled to speak, and confer privately with you, but may not answer questions on your behalf.
- 5.3 If we decide to grant your request without a meeting, we will write to you to confirm this, the contract variation agreed to and the date from which the variation is to take effect.
- 5.4 We will consider your request carefully, looking at the benefits of the requested changes for you and the Society and weighing these against any adverse business impact of implementing the changes.
- 5.5 If we accept your request, or accept it with modifications, a further meeting may be arranged at a mutually convenient time and place to discuss how and when the changes might best be implemented.
- 5.6 We may decide that we cannot accept your request immediately, in which case we may require you to undertake a trial period before we reach a final decision on your request.
- 5.7 Unless we agree otherwise, the changes to your terms and conditions of employment will be permanent.
- 5.8 We will inform you, in writing, of our decision as soon as possible after the meeting subject to any extension of time we may have agreed between us.
- 5.9 If we accept your request, we will write to you to confirm the new flexible working pattern, the consequent changes to your contract of employment and the date on which they will start.
- 5.10 You will be asked to sign and return a copy of the letter to confirm your agreement.
- 5.11 We may reject your request, or offer to accept it on a modified basis (as compared to the original changes requested), for one or more of the following business reasons:
- I. the burden of additional costs
 - II. detrimental effect on ability to meet customer demand
 - III. inability to re-organise work among existing staff
 - IV. inability to recruit additional staff
 - V. detrimental impact on quality

- VI. detrimental impact on performance
- VII. insufficiency of work during the periods you propose to work and/or
- VIII. planned structural changes.

5.12 If we are unable to agree your request, we will write to inform you which of the above business reasons applies in your case and explain why.

5.13 We will also set out the appeal procedure.

6. APPEAL

6.1 You may appeal against our decision within 14 days of receiving our written decision.

6.2 Your appeal must be in writing and dated and must set out the grounds of appeal and must be sent to the HR department.

6.3 We will arrange a meeting to discuss your appeal, at a mutually convenient time and place, within 14 days after receiving your notice of appeal.

6.4 You may bring a colleague to the meeting.

6.5 We will confirm and explain the reasons for our final decision, in writing, as soon as possible after the appeal meeting and in any event within 14 days of the appeal meeting or (if earlier) within three months of the date we received your request (subject to any extension of time we may have agreed between us).

6.6 There is no further right of appeal.

7. WITHDRAWAL OR DISPOSAL BY AGREEMENT

7.1 You may withdraw your request at any point before we give our final decision on it, or our final decision after an appeal, by informing the HR department in writing.

7.2 Alternatively, we may both agree to dispose of your request without the need for us to make a formal decision on it.

7.3 In either case, we will write to you to confirm the relevant details.

7.4 You will be asked to sign and return a copy of that letter to the HR department to confirm that your request has been disposed of as stated.

- 7.5 We will treat your application as withdrawn if, having failed to attend a meeting (or an appeal meeting) without good reason, you also fail to attend the meeting we re-arrange without good reason.
- 7.6 We will write to you informing you we have done so and explaining why.
- 7.7 If you disagree, you may write to us, within five days of receiving our letter, to explain why and we will reconsider the position.