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## Documentation Extract

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Section 8 – Flexible Working

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Reason for Extract:

NB:

- x Extract Cover Sheet Must Remain with Extract
- x Extracts are Uncontrolled Documents and are only Valid at Point of Submission
- x Where Possible an Extract should

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## 8 FlexibleWorking

All employees with 26 weeks' continuous service have the right to request a flexible working pattern, which must be considered seriously by Centre management. This policy sets out the process to be followed for requesting flexible working.

### 8.1 Who can make an application?

In order to make a request for the statutory right to request flexible working an individual must:

- x be an employee; and
- x have worked for the Company continuously for a minimum of 26 weeks at the date the application is made; and
- x not have made another application to work flexibly during the past 12 months

### 8.2 What work patterns can be applied for?

Eligible employees can apply for a wide range of working patterns. This may include (but is not limited to) a request to:

- x Change in the hours or days of work
- x Change of the times of shifts
- x Work from home for all or part of the week
- x Jobshare
- x Compress the same number of hours into fewer working days

You should be aware that any change in your working hours or shifts might affect your salary.

### 8.3 How do you make an application?

All applications must contain specific information, to enable management to consider requests properly. Employees wishing to apply for flexible working should ask the HR Office for a Flexible Working Application Form. This should be completed and returned to the HR Office, for consideration by the relevant senior manager. If an application does not contain all of the required information, it will be returned to the employee for completion.

Further guidance on making an application is available from Government Website <https://www.gov.uk/flexibleworking>.

### 8.4 How does the application process work?

Once the HR Office has received an application, the Centre has a period of three months to notify the employee of its decision.



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The decision of the SMT member is final and there is no further appeal under this policy. However, where an employee believes that the SMT member has arrived at a decision based on incorrect facts, or has not considered the application seriously, employees have recourse to the Centre's established grievance procedure. In specific circumstances an employee can take a complaint to an external body, such as ACAS or an employment tribunal, however, all steps within the workplace must be exhausted first.

## 8.6 Once accepted, how long will the flexible working pattern last?

Any application that has been accepted under this policy will be a permanent change to an employee's contract of employment, unless otherwise agreed. Once an application has been accepted, an employee has no right to revert back to the previous working pattern.

After making an application, an employee is unable to make another application to work flexibly for 12 months from the date the application is made.

## 8.7 Withdrawal of Applications for Flexible Working

There are three ways for an application for flexible working to be withdrawn. These are:

### 8.7.1 An employee decides to withdraw his or her application

An employee may withdraw his or her application at any time. In this instance, to avoid any misunderstandings, the employee should inform the HR Office of this decision in writing as soon as possible. Where an employee verbally withdraws their application, this will be acknowledged in writing by the HR Office. Employees who withdraw an application cannot make a further application within a twelve month period; commencing the date he or she submitted the application that was withdrawn.

### 8.7.2 An employee fails to attend two meetings

Where an employee misses two meetings without reasonable explanation, management reserves the right to consider that employee's application to be withdrawn. Should unforeseen circumstances arise which would make it difficult for the employee to attend the meeting, he or she must inform the relevant manager as soon as possible.

### 8.7.3 An employee unreasonably refuses to

employee