

Flexible Working Policy & Procedure for Schools

Effective : September 2018



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FLEXIBLE WORKING POLICY & PROCEDURE FOR SCHOOLS

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1. INTRODUCTION

Under the provisions set out in the Children and Families Act 2014, all employees have a statutory right to ask their employer for a permanent change to their contractual terms and conditions of employment to work flexibly.

The School has a statutory duty to consider all such applications seriously.

This statutory right does not provide an automatic right to work flexibly. The School will work with employees to try and reach mutually acceptable flexible working arrangements that meet the needs of both parties. However, there may be circumstances where a request to work flexibly may be declined due to business reasons and these will be clearly explained during the application procedure.

The statutory right aims to facilitate discussion and encourage both the employee and the Line Manager to consider alternative flexible working patterns and to find a solution that suits both parties.

Before 30th June 2014, the right only applied to the parents of children under 16 or 18 in the case of parents of disabled children or those caring for an adult. Now any eligible employee can apply to work flexibly for any reason.

2. SCOPE

This Policy covers all employees on the complement of locally managed schools.

3. PRINCIPLES

- Each application for flexible working will be considered on its own merits and subject to qualifying criteria.
- Employees will be provided with appropriate support and information during the course of their application by the Headteacher (or nominated representative) with advice from the HR Team.
- Either a recognised trade union representative or a work colleague can accompany employees as a companion at the meeting or the appeal meeting.
- Employees can expect to have their application considered properly in accordance with the set procedure.
- Applications will be dealt with in accordance with the prescribed time limits unless both parties agree to an extension.
- Applications will only be refused where there is a clear business ground for doing so. The reasons for rejecting the application will be clearly explained.
- All agreed contractual variations under this procedure will be recorded in writing.

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- A successful application will result in a permanent change to the employee's terms and conditions of employment.

4. ELIGIBILITY

In order to make a request, the individual will:

- Be an employee;
- Have worked for the employer continuously for at least 26 weeks at the date the application is made;
- Not be an agency worker; and
- Not have made another application under this policy during the previous 12 months.

Once eligibility has been established an employee can make a request under this policy by completing attached form FW(A).

5. SCOPE OF THE REQUEST

Eligible Employees will be able to request:

- A reduction in the hours they work;
- A change to the times when they are required to work; and / or
- A change to the place at which they work either in full or in part (specifically home as opposed to workplace).

Examples of the types of flexible work patterns that may be requested are contained at Appendix 1. However, it should be noted that not all the work patterns identified may be suitable to your circumstances or working environment.

6. MAKING AN APPLICATION

All requests must be made in writing by filling the application form FW(A). Any request under this policy must include:

- Date of the application;
- The changes that the employee is seeking to their terms and conditions;
- The date on which the employee would like the terms and conditions to come into effect;
- What effect the employee thinks the requested change would have on the School;
- How, in their opinion, any such change might be dealt with; and
- Whether or not the employee has made a previous request for flexible working and if so when the employee made that application.

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7. THE PROCEDURE

An employee must in the first instance submit their formal application to the Headteacher using FW(A). The level of detail required will depend on the desired changes to the existing working pattern. However, employees should note that it could take **up to 3 months** to complete the process from submission of the application to final implementation. (Guidance for Employees is contained at Appendix 2).

An accepted application will mean a permanent change to the employee's own terms and conditions of employment. **There will be no right to revert to the previous working pattern.** It will be important therefore that, before making an application, the employee gives careful consideration to which working pattern will be best for them, any financial implications, including their pension and to any effects such a request will have on the School and how the request can be accommodated.

It is also the Headteacher's (or nominated representative) responsibility to carefully consider an application for flexible working and examine how the desired working pattern can be accommodated within a particular service area or function. Where the request cannot be supported the Headteacher (or nominated representative) should explore alternative options with the employee which may be mutually agreeable.

At all stages of this procedure both the employee and Headteacher (or nominated representative) can seek advice from the HR Team within People Management. Employees may also seek advice from a recognised Trade Union representative.

8. CONSIDERING THE APPLICATION

It is possible for a Headteacher (or nominated representative) to support a request to work flexibly simply on the basis of the application itself and if so s/he will refer the application, along with a completed 'Headteacher's Summary Sheet' to the Staffing Sub Committee for ratification. Following ratification by the Staffing Sub Committee, the Headteacher should write to the employee within 28 calendar days, specifying agreement and the start date. Where it is not possible to respond within the set timescales, there is a set procedure to be followed.

An application will be considered to have been made on the day it was received by the School. For applications sent by e-mail or fax this day is taken to be the day of transmission. For applications sent by post it means the day on which it would have been delivered in the ordinary course of post, unless shown to be otherwise.

If an employee does not provide all the information required the Headteacher (or nominated representative) should inform the employee what they have omitted and ask them to re-submit their application within 7 calendar days. The Headteacher (or nominated representative) should also inform the employee that s/he is not obliged to consider the request until it is complete and re-submitted.

If the employee does not provide the Headteacher (or nominated representative) with the information needed to assess whether the change can be agreed to e.g. he or she has not described the desired working pattern, the School will be entitled to treat the

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application as withdrawn. The employee will not then be able to make another application under this procedure for a further 12 months. It is therefore important for the employee to provide the information requested.

9. THE MEETING

Within 28 calendar days of receiving a formal application under this procedure, the Headteacher (or nominated representative) will arrange to meet with the employee. The employee will be entitled to be represented at the meeting by a companion i.e. a recognised trade union representative or work colleague (Please refer to the guidance on the 'Role of a Companion'). Where an employee chooses to be accompanied at the meeting and the companion is unable to attend, the meeting should be rearranged to take place within 7 calendar days of the original date proposed for the meeting.

The purpose of the meeting is to allow both parties an opportunity to explore the desired work pattern in depth and to discuss how best it might be accommodated. It will also provide an opportunity to explore other alternative working patterns should there be problems with the proposal put forward by the employee. The meeting can be adjourned to allow the employee and / or the Headteacher (or nominated representative) to consider alternative solutions or working patterns and agreement reached on the next meeting date.

Following the meeting, the Headteacher will refer the application, along with a completed 'Headteacher's Summary Sheet' to the Staffing Sub Committee for ratification.

If an employee does not attend a meeting without notification and does not provide a reasonable explanation within 7 calendar days the Headteacher (or nominated representative) should write to the employee confirming that the application is treated as withdrawn.

The Headteacher (or nominated representative) is responsible for taking and retaining notes confidentially and in accordance with data protection principles, of all meetings with the employee to discuss the flexible application request.

10. THE RIGHT TO BE ACCOMPANIED

An employee will have the right to be accompanied by a companion at the meeting and / or the appeal meeting concerning their application for flexible working. The companion can be either a recognised trade union representative or a work colleague. The person accompanying the employee can provide advice and address the meeting / appeal meeting, but is not allowed to answer questions on the employee's behalf. The companion will have the right to request reasonable paid time off to prepare for and attend the meeting / appeal meeting.

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11. INFORMING THE EMPLOYEE OF THE OUTCOME

Where an application is approved by the Staffing Sub Committee, the Headteacher (or nominated representative) should:

- Within 14 calendar days of the meeting, confirm in writing to the employee their agreement with the proposed or alternative work pattern and confirm a start date. Form FW (B) should be completed and returned to the employee.

Where an application is rejected by the Staffing Sub Committee, the Headteacher (or nominated representative) should:

- Within 14 calendar days of the meeting, provide in writing to the employee a clear business ground(s) as to why the application cannot be accepted and their reasons why the ground(s) apply in the circumstances. Form FW(C) should be completed and returned to the employee.

There may however be occasions when the Staffing Sub Committee will take further advice before making their final decision. Should this be the case, the Headteacher (or nominated representative) should agree with the employee concerned an extension to the time scale for responding to the application. This should be clearly documented with the revised time scale being specified.

12. TRIAL PERIODS

Trial periods can help both the employee and Headteacher (or nominated representative) test a particular working pattern to see if it works out to the satisfaction of both.

In some circumstances, especially when caring for an adult, a permanent change may not be the best solution, e.g. an employee suddenly becomes the carer of an adult with a terminal illness, the Headteacher (or nominated representative) may consider a temporary flexible working arrangement, agreed informally outside the formal procedure, or agree to a time limited change after which the employee reverts back to the original pattern.

Trial periods can potentially happen at two stages before a formal agreement is reached:

- The Headteacher (or nominated representative) could give informal agreement to a trial before a formal flexible working request has been made by the employee. If this happens, the formal procedure is still available to the employee at some stage in the future; or
- If a formal application is made, an extension of the time for an employer to make a decision could be agreed and the trial period could happen before a final agreement takes place. In this case, the rest of the formal procedure would still be available to the employee.

13. BUSINESS GROUNDS FOR REFUSING A REQUEST

Unfortunately, service needs or circumstances may dictate that an application for flexible working cannot be accommodated in accordance with the employee's desired work pattern or a compromise agreed. Under the legislation, applications can only be rejected for one or more of the following reasons:

- Burden of additional costs;
- Detrimental effect on ability to meet customer demand;
- Inability to reorganise work among existing staff;
- Inability to recruit additional staff;
- Detrimental impact on quality (of service);
- Detrimental impact on performance;
- Insufficiency of work during periods the employee proposes to work; and / or
- Planned structural changes.

The Headteacher (or nominated representative) will clearly document and provide for the employee the ground(s) for rejecting an application as well as clearly explain how the specified ground(s) apply in the circumstances of their application. Form FW(C) should be completed as detailed above.

14. APPEAL

Where the Headteacher (or nominated representative) turns down an application, the employee has the right to appeal against the decision. This must be done in writing, to the Chair of Governors setting out the grounds for the appeal, within 14 calendar days of receipt of the written notice of the decision (Employees should complete Form FW(D)).

The appeal will be heard by the Appeals Sub-Committee, consisting of 3 members of the Governing Body who have not been involved previously, with advice from a HR Advisor.

An appeal meeting will then be convened within 14 calendar days of receipt of the letter of appeal (Form FW(D)). The employee will be entitled to be represented at the appeal by a companion i.e. a recognised trade union representative or work colleague. Where an employee chooses to be accompanied and the companion is unable to attend, the meeting should be rearranged to take place within 7 calendar days of the original proposed date for the appeal meeting.

Where new information is presented to the appeal, which supports the ground(s) for the appeal, this will be taken into account. For instance where the original application has been refused due to the inability to reorganise work among existing staff or was due to the inability to recruit additional staff; and another employee has since elected to return to work following maternity leave on a part-time basis and is prepared to cover the hours.

In circumstances where the employee does not attend an appeal meeting without notification and does not provide a reasonable explanation within 7 calendar days the

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Chair of Governors, or nominated representative, should write to the employee confirming that the appeal is treated as withdrawn.

15. INFORMING THE EMPLOYEE OF THE OUTCOME OF THE APPEAL

The decision of the appeal meeting will be notified to the employee within 14 calendar days of it being held. The Chair of Governors, or his/her nominated representative, will communicate this in writing to the employee by completing Form FW(E). The decision at appeal will be final and exhausts the internal procedure.

If the appeal is upheld the written decision must:

- Include a description of the new working pattern;
- State the date from which the new working pattern is to take effect; and
- Be dated

If the appeal is dismissed the written decision must:

- State the grounds for the decision appropriate to the employee's own grounds for making the appeal;
- Provide an explanation as to why the grounds for refusal apply in the circumstances; and
- Be dated

16. DECLINED APPLICATIONS

Most applications will conclude with a satisfactory outcome but there may be occasions when the employee feels their application has not been dealt with to their satisfaction and the request is declined. The employee may want to involve a third party or be thinking about making a complaint to an employment tribunal. However, the following are options to deal with unresolved and declined applications:

- Through an informal discussion with their Headteacher (or nominated representative);
- Through the School's Grievance Procedure; or
- Using third party involvement, e.g. an ACAS official.

However, an employee can make a complaint to an Employment Tribunal or ACAS early conciliation where:

- The employer has failed to follow the procedure properly; or
- The decision by the employer to reject an application was based on incorrect facts.

An employee has no right to make a complaint where they simply disagree with the business grounds provided. Please note that the early conciliation scheme is voluntary and both the employee and employer must agree to the process.

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17. EXTENTION OF TIME LIMITS

There will be exceptional occasions when it is not possible to complete a particular part of the procedure within the specified time limit. Such extension of time limits can only take place if both the Headteacher (or nominated representative) and the employee agree to them. The Headteacher (or nominated representative) must make a written record of this agreement and send a copy to the employee. Form FW(F) should be completed. However, where the employee or Headteacher (or nominated representative) responsible for dealing with the application is away from work due to leave or illness, an automatic extension of the time limit will apply. The period the Headteacher (or nominated representative) has to arrange the meeting will commence either on the day of the employee or manager's return or 28 calendar days after the application is made. On the Headteacher's (or nominated representative) return to work, the application should be acknowledged so that the employee is aware that the extension has applied and the period in which they can expect to meet with their manager.

18. WITHDRAWAL OF AN APPLICATION

There will be occasions when an application is treated as withdrawn. In all circumstances a written record must be made.

Under the legislation, should an employee withdraw an application following its submission to the Headteacher (or nominated representative), the employee will not be able to make another application until 12 months from the date of the original application. Employees should complete and submit FW(G) to their Headteacher (or nominated representative).

There are three reasons why an application may be treated as withdrawn:

- The employee decides to withdraw the application;
- The employee fails to attend two meetings; or
- The employee unreasonably refuses to provide the Headteacher (or nominated representative) with the required information.

The appropriate Line Manager, Headteacher, Chair of Governors, or their nominated representative, will write to the employee to confirm this.

19. ENSURING EQUALITY OF TREATMENT

This policy must be applied consistently to all irrespective of race, colour, nationality, ethnic or national origins (including citizenship), language, disability, religion, belief or non-belief, age, sex, gender reassignment, sexual orientation, parental, marital or civil partnership status (including same sex couples).

If you have any equality and diversity concerns in relation to the application of this policy and procedure, please contact a member of the HR Team who will, if necessary, ensure the policy / procedure is reviewed accordingly

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If you require this publication in an alternative format please contact People Management on 01267 246100 or email:

PMPBusinessSupportUnit@carmarthenshire.gov.uk

This Policy & Procedure is also available in welsh

EXAMPLES OF WORKING ARRANGEMENTS / PATTERNS

(which can be requested under the right to request flexible working)

Annualised Hours	Working time organised on the basis of the number of hours to be worked over a year rather than a week.
Compressed Hours	Total hours which can be worked over a shorter period e.g. full weekly hours being worked over 4 days instead of 5.
Flexi Time	Choice of actual working hours outside certain core times.
Home Working	Not necessarily on a full-time basis but allows for time to be divided between home and office base. A risk assessment of the activities undertaken will be required in advance of this pattern of work being undertaken.
Job-Sharing	Typically when 2 people are employed on a part-time basis but working together to cover one post.
Shift Working	Gives scope to open longer hours and for employees to have either set or different hours of work per week.
Staggered Hours	Different start and finish times at different times of day.
Term-Time Working	Allows for unpaid leave of absence during the school holidays.

GUIDANCE FOR EMPLOYEES

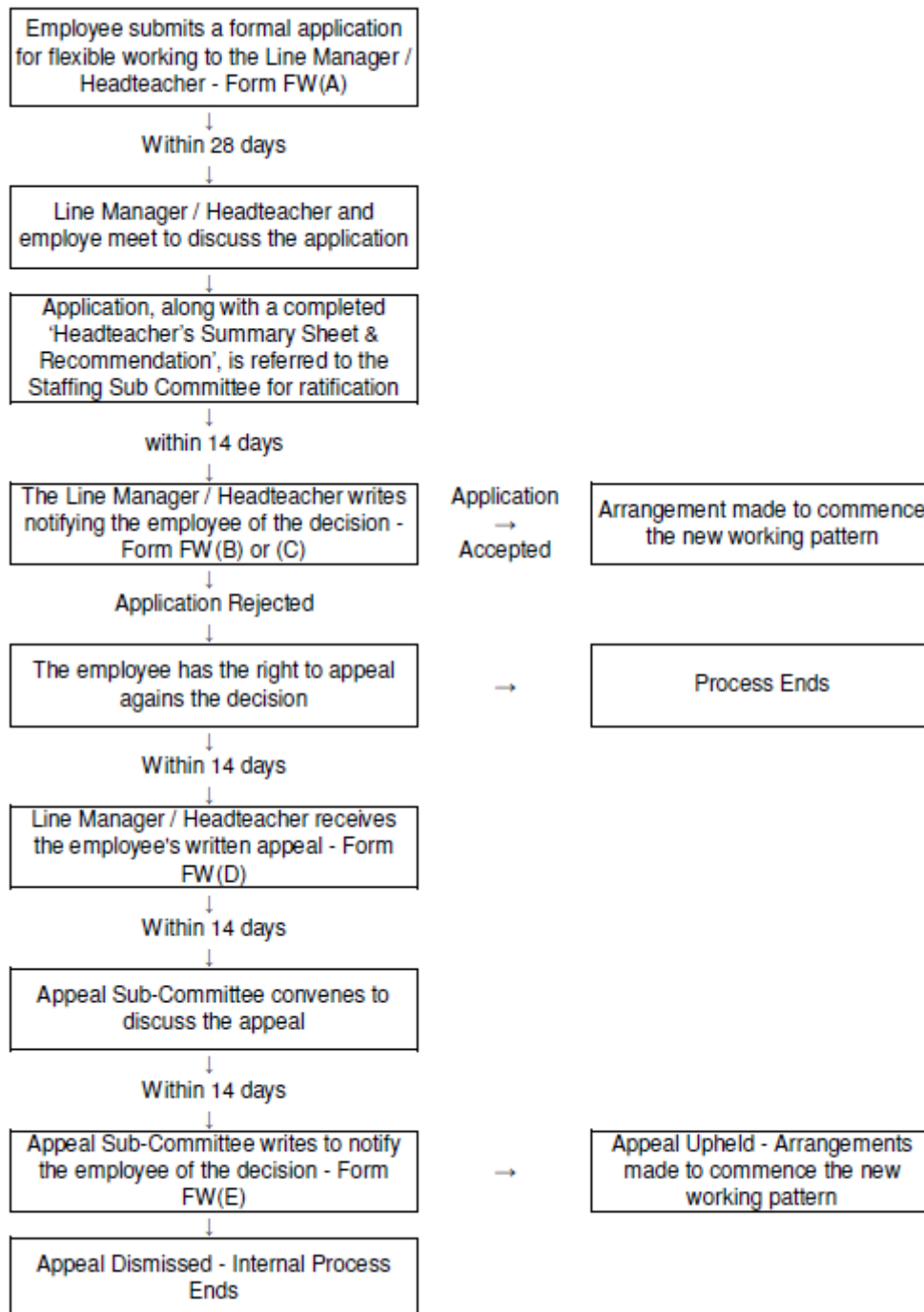
How to help the School consider your application:

- Think carefully about the working pattern you require before making your request. You will have no right to revert back to your former hours of work.
- Be clear about the date you would like the new working pattern to commence. Allow sufficient time for the procedure to be undertaken.
- Always complete Form FW(A) when submitting your application. This will ensure that you provide all the relevant and necessary information for the School to consider your application properly.
- The more notice you provide in your application the more likely your Line Manager is to be able to accommodate your preferred start date, if the application is successful.
- Take into account the financial implications of your request prior to submitting your application.
- It is to your advantage to provide as much detail as possible about the pattern you would like to work.
- Take time to consider the impact on your work colleagues if your working pattern is changed.
- Support your application by providing the perceived business benefits of approving a request for flexible working e.g. demonstrating how your request will provide extra cover at peak hours thereby improving customer service.
- Consider the potential problems your request may present and provide possible solutions.
- Ensure you submit your application to the appropriate officer for consideration.
- If you are due to go on maternity leave think carefully about when to submit your application. If you intend for your request, if approved, to start on your return to work then you will need to meet your Line Manager during your period of maternity leave.

The Meeting

- Be prepared to expand on any points within your application;
- Be prepared to be flexible e.g. consideration of alternative work patterns, trial periods or alternative start dates; and
- If you intend to be accompanied at the meeting ensure your companion is fully briefed on your request.

HOW THE PROCESS WORKS



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APPENDIX 4.

The Statutory Right to Request Flexible Working

Form FW(A) : Flexible Working Application Form

To be eligible to make a request for flexible working, you must have at least 26 weeks' continuous service with the employer. If you are uncertain whether or not you are eligible to make a request, please contact your Headteacher (or nominated representative). You can only make one formal request in any 12 month period.

1. Personal Details

Name: _____ Employee No. _____

Address: _____
_____ Postcode: _____

Manager's Name: _____

Start Date with Carmarthenshire County Council: _____

Have you submitted a previous request for flexible working? Yes / No

If yes, confirm the date you submitted your last flexible working request? _____

Are you a disabled person making a request for flexible working related to your disability? Yes / No

2. Working Pattern

a. Describe your current working pattern (days / hours / times worked):

b. Describe the working pattern you would like to work in the future (days / hours / times):

c. I would like this working pattern to commence from:

Date: _____

3. Impact of New Working Pattern

I think this change in my working pattern will affect my employer and colleagues as follows:

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APPENDIX 4.

4. Accommodating the New Working Pattern

I think the effect on my employer and colleagues can be dealt with as follows:

.....

Once you have submitted a valid application for flexible working your manager will contact you to arrange a meeting, which will take place within 28 calendar days of the application being submitted, to discuss how the pattern of work you have requested might be made to work. If your request is granted, it will mean a permanent change to the terms and conditions of your employment.

Signature:

Date:

NOW PASS THIS APPLICATION TO YOUR EMPLOYER

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Please return a signed copy of this form to your Employer retaining a copy for your own records.

Employer's Confirmation of Receipt (to be completed and returned to the employee)

Employee Name: Employee No.

Address:

..... Postcode:

I confirm that I received your request to change your working pattern on:

Date:

I shall be arranging a meeting to discuss your application within 28 calendar days following this date. In the meantime, you might want to consider whether you would like a companion i.e. a recognised trade union representative or a work colleague to accompany you to the meeting. If so, please confirm the name of your chosen companion to me.

From: Headteacher (or nominated representative)

Date:

HEADTEACHER'S SUMMARY & RECOMMENDATION
(Report to the Staffing Sub Committee)

Operational Impact

Financial Impact

Headteacher Recommendation

Signature:
(Headteacher)

Date:

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APPENDIX 6.

Form FW(B) : Flexible Working Application Acceptance Form

Note to Employer:

You must notify your employee of your decision in writing within 14 days following the meeting. This form can be completed by the Line Manager when accepting an application to work flexibly. If you cannot accommodate the requested working pattern you may still wish to explore alternatives to find a working pattern suitable to both employee and employer. Please note that Form FW(C) : Flexible Working Application Rejection Form should be used if the employee's working pattern cannot be changed, and no other suitable alternatives can be found.

Dear Employee: _____	Employee No. _____
Following receipt of your application and our meeting on [date], the Staffing Sub Committee have considered your request for a new flexible working pattern and:	
<input type="checkbox"/>	I am pleased to confirm that I am able to accommodate your application
<input type="checkbox"/>	I am unable to accommodate your original request. However, I am able to offer the alternative pattern which we have discussed and you agreed would be suitable to you.
Your new working pattern will be as follows: _____	
Your new working pattern will begin from: _____ (date)	

Note to the Employee:

Please note that the change to your working pattern will be a permanent change to your terms and conditions of employment and you have no right in law to revert to your previous working pattern.

If you have any questions on the information provided on this form please contact me to discuss them as soon as possible.

Name: _____	
Signature: _____	Date: _____

NOW RETURN THIS FORM TO YOUR EMPLOYEE

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APPENDIX 7.

MODEL AGREEMENT FOR PART-TIME TEACHER'S WORKING TIME

This model agreement is intended to record clearly the agreed terms of each Part-time Teacher's working time obligations, in terms of teaching and non-teaching activities, in order to ensure that any subsequent uncertainty or dispute is avoided and that every Part-time Teacher's pay reflects the full extent of their work.

Name: _____

Days of Work:

Monday (am)	<input type="checkbox"/>	Monday (pm)	<input type="checkbox"/>
Tuesday (am)	<input type="checkbox"/>	Tuesday (pm)	<input type="checkbox"/>
Wednesday (am)	<input type="checkbox"/>	Wednesday (pm)	<input type="checkbox"/>
Thursday (am)	<input type="checkbox"/>	Thursday (pm)	<input type="checkbox"/>
Friday (am)	<input type="checkbox"/>	Friday (pm)	<input type="checkbox"/>

Teaching Duties

Teaching

Teaching time will be for a maximum of ____ hours per week of the school's timetabled teaching week of ____ hours, allocated as follows:

Monday (am)	<input type="checkbox"/>	Monday (pm)	<input type="checkbox"/>
Tuesday (am)	<input type="checkbox"/>	Tuesday (pm)	<input type="checkbox"/>
Wednesday (am)	<input type="checkbox"/>	Wednesday (pm)	<input type="checkbox"/>
Thursday (am)	<input type="checkbox"/>	Thursday (pm)	<input type="checkbox"/>
Friday (am)	<input type="checkbox"/>	Friday (pm)	<input type="checkbox"/>

'Trapped time' in timetabling arrangements will be treated as paid non-contact time.

PPA and Non-Contact Time

PPA & non-contact time will be pro-rata to that for full-time teachers in similar positions and will be for ____ hours / periods per week.

TLR Payments

Additional non-contact time will be allocated to provide for additional responsibilities undertaken and will be for ____ hours per week.

Non-Teaching Duties

Registration (delete as appropriate)

- Be responsible for registering a class on every working day morning and / or afternoon.
- Be available for other duties as reasonably directed.

Assemblies and Mid-Session Breaks

Be present during the above and be available as reasonably necessary in the same way as full-time teachers during this time.

Other Duties (delete as appropriate)

- Be required to undertake other duties for up to ____ hours per week.
- Be available to undertake other duties as reasonably required for which directed time will be allocated.

Staff / Departmental Meetings (delete as appropriate)

- Attend staff meetings only on days normally worked.
- Attend all staff meetings with additional paid working time as appropriate.
- Attend on some other basis (please specify).

Parental Consultation Meetings & Open Meetings (delete as appropriate)

- Attend parents / open meetings only on days normally worked.
- Attend all parents / open meetings, with additional paid working time as appropriate.
- Attend on some other basis (please specify).

INSET / non-pupil days (delete as appropriate)

- Attend INSET / non-pupil days only on days normally worked.
- Attend non-pupil days only on days normally worked and attend all INSET days, with additional paid working time as appropriate.
- Attend on some other basis (please specify).

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APPENDIX 7.

Changes to these Arrangements

Any reasonable changes to these arrangements will be subject to consultation and discussion between the two parties. Additional paid working time will be added when additional duties accrue.

Signed: _____
(Teacher)

Date: _____

Signed: _____
(Headteacher)

Date: _____

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APPENDIX 8.

Form FW(C) : Flexible Working Application Rejection Form

Note to Employer:

You must notify your employee of your decision in writing within 14 days following the meeting. This form can be completed by you when declining an application. Before completing this form you must ensure that full consideration has been given to the application. You must state the business ground(s) as to why you are unable to agree to a new working pattern and the reasons why the ground(s) applies in the circumstances.

Dear Employee: _____	Employee No. _____
Following receipt of your application and our meeting on [date], I have considered your request for a new flexible working pattern and:	
I am sorry but I am unable to accommodate your request for the following business ground(s):	

The grounds apply in the circumstances because:	

(You should explain why any other work patterns you may have discussed at the meeting are also inappropriate. Please continue on a blank sheet if necessary.)	

If you are unhappy with the decision you may appeal against it. Details of the appeal procedure are set out below.

Name: _____	
Signature: _____	Date: _____

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APPENDIX 10.

Form FW(E) : Flexible Working Appeal Reply Form

Note to Appeal Sub-Committee:

You may complete this form when replying to an appeal that an application to work flexibly has not been properly considered. You must return this form to your employee, giving notice of your decision, within 14 calendar days after the meeting at which you discussed the appeal. If you decide to turn down the appeal, you must state the grounds for your refusal.

Dear Employee: _____ Employee No. _____
Following our meeting on [date], I have considered your appeal against the decision to refuse your application to work a flexible working pattern.
I accept your appeal against the decision. I am therefore able to accommodate your original request to change your working pattern as follows: _____
Your new working arrangements will begin from (date): _____

Note to the Employee:

Please note that the change in your working pattern will be a permanent change to your terms and conditions of employment and you have no right in law to revert back to your previous working pattern.

Dear Employee: _____ Employee No. _____
I am sorry but I must reject your appeal for the following ground(s): _____
The ground(s) apply because: _____
(Please continue on a separate piece of paper if necessary)
Name: _____
Signature: _____ Date: _____

NOW RETURN THIS FORM TO YOUR EMPLOYEE

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APPENDIX 11.

Form FW(F) : Flexible Working Extension of Time Limit for Part of the Procedure

Note to Employer:

This form is provided for you to complete when confirming agreement with your employee that you wish to extend a time limit for part of the procedure, from that set out in the regulations. You may extend the time limit for any part of the process, providing your employee agrees to the extension.

Dear Employee:	Employee No.
I wish to extend the amount of time that the regulations allow me to:	
<ul style="list-style-type: none">• Arrange a meeting to discuss your application (28 days)• Notify you of my decision regarding your application (14 days)• Arrange a meeting to discuss your appeal (14 days)• Notify you of my decision regarding your appeal (14 days)	
I wish to extend the time limit to ____ days. This means that I will have until: _____ to complete the necessary action. I need the extra time for the following reason:	
If you agree to this extension, please complete the slip below and return it to me. After this date, the flexible working procedure and time limits will recommence.	
Signature:	Date:

NOW PASS THIS APPLICATION TO YOUR EMPLOYEE

Note to the Employee:

To allow proper consideration of your request, your employee may wish to extend the permitted time limit for any part of the process. Your employer will need your agreement to any extension of the time limit. If you agree to the above request, please complete the agreement slip below and return it to your employer within 7 calendar days.

----- ✂ -----
Cut this slip off and return it to your employer in order to confirm your acceptance of their request.

Employee's Agreement to Time Extension (to be completed and returned to employer)	
I accept your request to extend the amount of time to _____. After this date, the flexible working procedure and time limits will recommence.	
Name:	
Signature:	Date:

FLEXIBLE WORKING POLICY & PROCEDURE FOR SCHOOLS

APPENDIX 12.

Form FW(G) : Flexible Working Notice of Withdrawal Form

Note to Employee:

This form provides notification to your employer that you wish to withdraw your application to work flexibly. Once you have withdrawn your application, you will not be able to make another application until 12 months from the date of your original application was made.

Dear	
I wish to withdraw my application to work flexibly, which I submitted to you on (date of original application) _____.	
I understand that I will not be able to make another application until twelve months after the above date.	
Name: _____	Employee No.: _____
Signature: _____	Date: _____

NOW RETURN THIS FORM TO YOUR EMPLOYER

To the Employer:

Once your employee has completed this form and returned it to you, the application is considered as withdrawn and you are not required to give it any further consideration. You should complete the slip below and return it to your employee to confirm your receipt of the withdrawal notice.

----- ✂ -----
Cut this slip off and return it to your employee in order to confirm your acceptance of their request.

Employer's Confirmation of Withdrawal (to be completed and returned to employee)	
Employee Name: _____	Employee No. _____
Address: _____	
_____	Postcode: _____
I confirm that I received notice that you wish to withdraw your application for flexible working which you submitted to me on (date) _____.	
Under the right to apply, you will not be eligible to submit another application until twelve months after the above date.	
From: _____ (Manager)	Date: _____