

## **FLEXIBLE WORKING GUIDE**

This guide provides useful information about flexible working at the RVC and the procedure to be followed when making an application.

### **1 INTRODUCTION**

- 1.1 Flexible working is a provision that can enable you to adjust, by agreement with your manager, the balance between your home and work responsibilities, subject to operational and business needs.

### **2 ELIGIBILITY**

- 2.1 All employees have a statutory right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly, provided they have 26 weeks continuous service at the date the application is made.
- 2.2 You can only make one statutory request in any 12 month period, however, the College reserves the right to consider additional requests in exceptional unforeseen circumstances.

### **3 TYPES OF FLEXIBLE WORKING**

- 3.1 The College will consider requests for various types of flexible working including changing the hours you work and the times you are required to be at work.

### **4 APPLYING TO WORK FLEXIBLY – THE PROCEDURE**

- 4.1 Applications must be made in writing, be dated and sent to Human Resources at [hr@rvc.ac.uk](mailto:hr@rvc.ac.uk). The application should address the points set out below:
- Whether the application is being made under the statutory right to request a flexible working pattern.
  - State the type of flexible working pattern that is being requested and the date on which it is proposed to start. When proposing a date, you should take into account the possible length of the application procedure.
  - What effect, if any, you think the proposed change would have on the College i.e. potential cost savings, and how this change might be managed to ensure there is no adverse impact on the delivery of the service for which you deliver.
  - Whether you have made a previous application to the College for flexible working within the last 12 months.
  - If you are making your request in relation to the Equality Act 2010, for example as a reasonable adjustment for a disability, please state this in your application.

- 4.2** Human Resources will send your application to your line manager, who will consider whether it is possible to make the changes you have requested without detriment to the operational service for which you deliver. You may be invited to a meeting to discuss the request, its implications and, if appropriate, any compromises that may be possible.
- 4.3** You may be accompanied to this meeting by a trade union representative or work colleague, and a representative of Human Resources will also attend.
- 4.4** Your line manager will consider your request and will only refuse it if there is a business reason for doing so. This reason must be from the following list:
- the burden of additional costs
  - an inability to reorganise work fairly amongst existing staff
  - an inability to recruit additional staff
  - a detrimental impact on quality
  - a detrimental impact on performance
  - detrimental effect on ability to meet customer demand
  - insufficient work for the periods the employee proposes to work
  - a planned structural change to your business
- 4.5** Once your application has been given full consideration, you will receive a letter, which will either:
- Confirm acceptance of your request;  
OR
  - Confirm a mutually agreed alternative arrangement;  
OR
  - Confirm that it has not been possible to agree to your request and that your existing terms and conditions of employment will not be adjusted.
- 4.6** If your request is approved, unless stated otherwise, it will result in a permanent change to the terms and conditions of your employment and your contract will be amended accordingly. If a permanent change is agreed, it will not be possible to revert to your previous terms and conditions without consideration of the operational and business needs of the College, and the agreement of your manager.
- 4.7** When a Flexible-working request is approved, the line manager needs to complete a [change of hours form](#). Once the form is completed and authorised it must be e-mailed to the Human Resources in-box ([hr@rvc.ac.uk](mailto:hr@rvc.ac.uk)). This will ensure HR and payroll records are updated with the employees new agreed contractual hours and/or work pattern.
- 4.8** If your request is rejected you will be provided with written reasons for this. The decision will be based on the operational and business needs of the College.
- 4.9** The process for considering a flexible working request must be completed within three months of the request being received. This includes any appeals.
- 4.10** If a meeting is arranged to discuss the application, including any appeal and you fail to attend this and a re-arranged meeting without good reason, the College will consider the request withdrawn. Human Resources will write to you to confirm this.

## **5 APPEALS AGAINST A FLEXIBLE WORKING DECISION**

**5.1** You have a right to appeal against the decision made. Any appeal must be made within 5 working days of the written notification of the decision. The appeal should be made in writing to the Director of Human Resources and must be based on one of the following grounds of appeal:

- The College were unaware of something important related to the application when the decision was made
- You wish to challenge information used by the College to make the decision.

**5.2** Your appeal should not be based on the fact that you disagree with the business reasons for the rejection.

**5.3** Once the hearing has taken place the College will write to you confirming the decision of the appeal.