



Request for Flexible Working

- For staff who have been employed for more than six months.
- Parents of children under the age of 17 (the request has to be made more than 2 weeks before the child's 17th birthday). Parents of disabled children will have the right extended to the child's 18th birthday. The purpose of the request for flexible working must be to enable the employee to care for a child.
- A new provision applies with effect from April 2011 which enables an employee to submit a request for flexible working to enable him/her to care for a person aged 18 or over if he/she has caring responsibilities for his/her spouse, partner or civil partner; a relative; or someone who lives at the same address
- Please note that this is a request for a permanent change to your terms and conditions. Should your application not be approved, you cannot submit another application until a period of 12 months has elapsed.

What do I have to do make the request?

By completing form FW (A): Flexible Working Application Form and send it to your line manager. You should specify the change applied for.

The request covers working patterns such as annualised hours, compressed hours, job-sharing staggered hours and term-time working. Flexitime and home working may be requested and considered. Please note that the University of Bolton do not have a formal policy on flexitime or home working although some informal arrangements do exist for these working patterns options.

You should state the date for the proposed change to become effective and explain the basis on which your application is being submitted.

What happens next?

The line manager will take into account whether the employees' expressed working preference can be accommodated within the needs of the work place. Any refusal will be given to the application because the line manager considers one or more of the following grounds to do so:

- The burden of additional cost to the business
- The detrimental effect on ability to meet customer demand
- Inability to reorganise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes.

Your line manager should discuss the request with you within 28 days of receiving the written request. It is possible that the line manager may offer alternative arrangements.

Within 14 days following the meeting the line manager should write to you with the decision and send a copy to the Personnel Service. Any refusal must have clear business reasons. There is an appeals procedure if the refusal is based on "incorrect facts".

What do I do if I wish to appeal against the decision?

You should appeal within 14 days of receiving the initial written decision, notifying your intention to appeal in writing. The letter should set out the reasons for appeal i.e. the proper procedure has not been followed, business reasons are factually incorrect, etc.

Within 14 days of receiving notification of the appeal a further meeting should be arranged to discuss the appeal. Within 14 days of the appeal meeting the Personnel Service should inform the employee of their decision, again giving a sufficient explanation.

The above time limits can be postponed upon mutual consent between the University of Bolton and employee.

What if the request is still unresolved?

If the employee is not satisfied following internal appeals process, the services of a mediator or ACAS can be consulted to resolve it. An employee can only appeal to an Employee Tribunal if:

- The request has been refused for a reason outside the 8 specified reasons.
- The decision to reject was based on "incorrect facts".
- The employer has failed to hold a meeting or appeal, or to allow a companion, or to inform the employee of the decision.