



HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

FLEXIBLE WORKING POLICY

About this Policy

This policy has been updated to include the changes in the Flexible Working (Amendment) Act 2023. This policy does not form part of any employee's contract of employment, and we may amend it at any time.

HSIS recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore, the school wants to support its employees to achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

HSIS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the school and the employee can be met.

What is a Flexible Working Request?

A flexible working request is a process designed to help employees work in a way that better suits their lifestyles. For example, a flexible working request can include the following:

- Annualised hours
- Compressed hours
- Flexitime
- Hybrid working
- Job sharing
- Part-time working
- Remote working
- Staggered hours
- Term-time working
- Working from home

The School's Stance on Flexible Working

Whilst HSIS understands the importance flexible working can provide employees, it is also important to take note of what the school will consider in order to obtain a better work life balance for our people. Once a flexible working request has been made, the school will take into account the following:

- could any new arrangements affect other employees?
- reviewing the responsibilities, tasks, and current workload to the role.
- identifying if the need for new supervision is required.
- working out any costs relating to the proposed arrangements.
- overseeing the current structure of the team.
- ascertaining any health and safety issues that may occur.

- looking at the availability of staff resources.
- establishing whether the request is connected to a reasonable adjustment due to a disability.

Eligibility

All employees have a statutory right to request flexible working from the first day of employment. The school is also open to discussing flexible working arrangements with employees before their first day.

Hiring managers will:

- include flexible working options that are available in job adverts
- discuss flexible working with the successful applicant before they start

Making a Flexible Working Request

Under the Flexible Working Act, you are only allowed to make two flexible working requests in a 12-month period. HSIS can take up to two months to respond to the request therefore, we would advise giving plenty of time prior to the request starting if it is accepted.

Firstly, you should submit a flexible working request in writing and dated, to your manager. Any request must include:

- the date of the request
- the changes that you are seeking
- the date you would like the proposed change to start
- whether this is a statutory or non-statutory request
- whether you have made any previous flexible working requests to HSIS
- the dates of any previous requests

If the request relates to a reasonable adjustment for a disability under the Equality Act 2010, the employee should make this clear in the request.

Your manager will consider the proposed flexible working arrangements. They will look at the potential benefits and adverse effects to you and to the school in implementing the proposed changes. Each request will be considered on a case-by-case basis, in the order they are received. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

If your request needs further discussion, you will be invited to a consultation meeting. The meeting will be held within 10 working days of HSIS receiving the request.

If your request can be approved in full without a consultation meeting, HSIS will confirm this in writing within 10 working days of receiving the request. This will include details of the new arrangements and an invitation to talk about the new arrangements.

These time limits may be extended with mutual agreement. HSIS will make a decision on all requests, including any appeal within a maximum of 2 months.

Communicating a Decision after Consultation

After a consultation meeting, the request may be granted in full, in part or refused.

HSIS may:

- propose an alternative option
- grant the request on a temporary basis
- ask the employee to try the flexible working arrangement for a trial period

If a new working arrangement is agreed, you will be sent a confirmation letter within 10 working days of the consultation meeting. This will include details of the new arrangements and an invitation to talk about the new arrangements.

If HSIS refuses the request, you will be given the decision in writing within 10 working days of the consultation meeting.

Your Flexible Working request maybe declined for one of these eight reasons:

1. Cost to the business.
2. Unable to reorganise work due to other employees.
3. Unable to recruit more employees.
4. Causing negative or a detrimental effect on the quality of workload.
5. Causing a negative effect on the ability to meet customer needs.
6. Detrimental effect on productivity.
7. Insufficient amount of work on the requested working arrangement.
8. Planned future, structural business changes that will not align with the request.

Right to Appeal a Decision

You have the right to appeal the decision if your request is refused or is only agreed in part.

You may submit an appeal within 5 working days of being notified of a decision on your request. This should be done in writing and clearly state the reasons for your appeal. At the appeal meeting you may, if you wish, be accompanied by a workplace colleague or a trade union representative.

The appeal will be heard within 10 working days. You will then be informed of the outcome of your appeal within 10 working days. These time limits may be extended with mutual agreement. There will be no further right of appeal.

Requesting a Reasonable Adjustment (Equality Act 2010)

HSIS is committed to reducing and removing disadvantages for disabled employees.

If you need to change where, how or when you work because of your disability, you can request a reasonable adjustment under the Equality Act 2010. If you request a reasonable adjustment, you do not need to also make a flexible working request.

To request a reasonable adjustment, send your request by email or letter to your manager and include:

- that you're making a request for a reasonable adjustment under the Equality Act 2010
- the adjustment you're requesting

Your manager will discuss your request with you within 10 days of the school receiving the request. The outcome will be confirmed in writing within 10 days of the discussion, including any agreed reasonable adjustments. These time limits may be extended with mutual agreement.

Trial Periods

Where there is some uncertainty about whether the flexible working arrangement is practical for you or the school, a trial period may be agreed. A trial period will allow enough time to implement and get used to the new arrangement before making any decisions on its viability.

HSIS will put any trial arrangements in writing to you. This will include your new working pattern and make clear that it is only a temporary change to your terms and conditions. You will be informed in writing of the start and end dates of the trial period. HSIS may reduce or lengthen the trial period where necessary, with your agreement.

HSIS will reserve the right, at the end of the agreed trial period, to require you to revert to your previous working arrangement. In this situation, HSIS will give you two weeks' notice.

Varying an Employee's Contract

Where flexible working practices are agreed as a permanent change, any variation to your terms and conditions will be put in writing. Written confirmation of the changes will be sent to you within one month of the change being agreed.

Written by...	Tick HR	<u>17/11/25</u>
Approved by...	Mike Whatton	<u>17/11/25</u>
Signed...		
Date sent to Governors		Due for Review
Date approved by Governors		<u>17/11/26</u>