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| PCC LOGO | Flexible Working Policy |

Document Overview

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| **Purpose** | The purpose of this policy is to ensure that staff are aware of their rights with regard to flexible working, and understand the process to be followed. This policy applies to all staff with a contract of employment. |
| **Confidentiality** | This document is not confidential. |
| **Document owner** |  |
| **Status note** | Draft/Final |
| **Distribution** | All PCC staff. |
| **Required action** |  |
| **Proposed next step** |  |

Version History

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| **Version** | **Date** | **Status Note** |
| 1 | 05.06.2023 | HR Template |
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1. Introduction
   1. Under provisions set out in the Employment Rights Act 1996 and regulations made under it, 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 you have worked for the company for 26 weeks continuously at the date the application is made.
   2. A flexible working request under this policy means a request to do any or all of the following:
   3. to reduce or vary your working hours;
   4. to reduce or vary the days you work;
   5. to work from a different location (for example, from home).
2. Eligibility
   1. To make an application you must be an employee with at least 26 weeks’ service at the date the application is made and have not made an application for flexible working during the last 12 months (even if you withdrew that request).
   2. Requests to work flexibly must be considered objectively and the company can only refuse them if there are business reasons for doing so.
3. How to apply
   1. All requests for flexible working must be made on the approved application form, which is at the end of this policy, and will be seriously considered, but there is no automatic right for a request to be granted. The request must be made in writing specifying the purpose, state what flexible pattern you are proposing and detailing how you think any adverse effect on the Company can be dealt with. You should also propose a start date for the changes and state whether you have made any previous flexible working requests. You should be aware that if the Company accepts your proposal, this will normally mean a permanent change to terms and conditions. There is no statutory right to revert to the original working arrangements.
   2. You should submit your completed request to your immediate Line Manager in the first instance. Your Line Manager should also be able to provide you with further information about the procedure.
   3. We may arrange a meeting at a convenient time and place to discuss your request. Alternatively, we may decide to grant your request in full without a meeting, in which case we will write to you with our decision.
   4. If a meeting is called, we will notify you of our decision in writing as soon as possible after the meeting.
4. Right to Appeal if flexible working not granted
   1. You have a right of appeal against a decision to refuse your request within 14 days of that decision being communicated to you. We will invite you to a meeting to discuss your appeal and will tell you in writing of our final decision as soon as possible after the appeal meeting, including reasons. There is no further right to appeal.
   2. You are also entitled to be accompanied at any meeting or appeal hearing by a companion who must be a fellow worker employed by the same employer or a union official.