



**CtKCC**  
Christ the King  
Catholic Collegiate  
Together as one community  
with Christ at the centre



## Flexible Working Policy

Date: July 2021  
Adopted: 20 September 2021  
Review: July 2023



### 1. Introduction

Christ the King Catholic Collegiate (CtKCC) Multi-Academy Company (MAC) recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore the organisation 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. The organisation is committed to considering any flexible working arrangements, and seeking to support these provided that the needs and objectives of both the organisation and the employee can be met.

It is the MAC's policy to encourage open discussion with employees. An employee that thinks they may benefit from flexible working is encouraged to contact MAC HR to arrange an informal discussion to talk about the options.

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## Record of Amendments

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## 2. What is flexible working?

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

The following flexible working options are considered to be the typical arrangements that employees will request but the organisation recognises that there may be alternatives or a combination of options which are suitable to both the organisation and the employee:

- Compressed hours
- Flexitime
- Job-sharing
- Part-time working
- Term-time working

## 3. Types of flexible working

- **Compressed hours** is where an employee works their usual full time hours in fewer days by working longer blocks meaning that there is no reduction in their pay. For example, a five-day week is compressed into four days, or a 10-day fortnight into nine days
- **Flexitime** allows an employee to choose, within certain limits, when to begin and end work. An employee is required to work during a core time and must work an agreed number of hours during the accounting period of a month. Their hours of attendance will be recorded and added up at the end of each accounting period. An employee can carry over an excess of up to 15 hours or a deficit of up to 7.5 hours from one accounting period to another. A deficit of hours should be made up in the following accounting period. Excess hours may be used to either reduce attendance outside of core hours or, take additional leave (flexi-leave), subject to a maximum of 2 full days in any accounting period. Additional leave should be requested and agreed with the employee's line manager in the same way as annual leave
- **Job-sharing** is an arrangement where a full-time post is divided into two part-time roles. The two job holders then share the overall duties and responsibilities. Their skills and the hours each employee wishes to work must be compatible, and meet the needs of the organisation. Pay and benefits are shared in proportion to the hours each works. Job sharing can be considered where the creation of a single part-time post is difficult, or where two individuals wish to work part-time. The suitability of posts for job-sharing will be stated in any internal or external advertisements should one job share partner leave the employer would seek to recruit to the other half of the post and if they couldn't do that then they would offer the full time post to the remaining partner and if they didn't want the full time post they would terminate that role and re-advertise
- **Part-time working** covers any arrangement where an employee is contracted to work anything less than typical full time hours for the type of work in

question. For example, an employee who only works Monday to Wednesday. The organisation believes that all posts will be available on a part-time basis, except where a critical examination by line management proves this to be impracticable. The suitability of posts for part-time working will be stated in any internal and external advertisements

- **Term-time working** is where an employee reduces their hours or takes time off during any school holidays. Any weeks above their annual leave entitlement will be unpaid. Salary can be paid in 12 equal monthly instalments (although arrangements may be permitted where an employee is only paid for the time worked and receive no pay during the holidays apart from their entitlement to annual leave)

#### **4. The needs of the organisation**

The organisation is committed to providing a range of appropriate working patterns. However employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles.

Where a flexible working arrangement is proposed the organisation will need to take into account a number of criteria including (but not limited to) the following:

- the costs associated with the proposed arrangement
- the effect of the proposed arrangement on other staff
- the need for, and effect on, supervision
- the existing structure of the department
- the availability of staff resources
- details of the tasks specific to the role
- the workload of the role
- whether it is a request for a reasonable adjustment related to a disability
- health and safety issues

#### **5. Eligibility**

Any employee with at least 26 weeks of employment service has a statutory right to request flexible working.

#### **6. Submitting a flexible working request**

An eligible employee is entitled to submit one flexible working request in a twelve month period (an employee is entitled to additional requests if they relate to a statutory entitlement e.g. the Equality Act 2010 right to request reasonable adjustments).

All requests must be made by filling in an application form that is available from the Academy Headteacher or MAC HR. See Annex A. Any request made must include:

- the date of the application
- the changes that the employee is seeking to their terms and conditions

- the date from when the employee would like the proposed change to come into effect
- what effect the employee thinks the requested change would have on the organisation
- how, in their view, any such effect could be dealt with
- whether this is a statutory or non-statutory request
- whether a previous application for flexible working has been made
- the dates of any previous applications

If the employee is making the request in relation to the Equality Act, e.g. as a reasonable adjustment relating to a disability, this should be made clear in the application.

If an application does not contain all of the required information the Headteacher will explain to the employee what additional or amended information they need to provide and ask the employee to resubmit the request<sup>1</sup>.

## **7. Meetings regarding flexible working**

Upon receiving a written request for flexible working the Headteacher will seek to arrange a meeting with the employee to:

- discuss the request
- find out more about the proposed working arrangements
- how it could be of benefit to both the employee and organisation

If a meeting is arranged it will be held within 20 working days of the organisation receiving the request. This time limit may be extended with the agreement of both the employee and the Headteacher.

The employee will be given advance notice of the time, date and place of the meeting. If the initial date is problematic then one further date will be proposed. If a face to face meeting is difficult to arrange then, if agreed by the employee and Headteacher, the meeting may be held over the telephone.

At the meeting the employee may, if they wish, be accompanied by a workplace colleague or a trade union representative.

If the employee fails to attend a meeting and then fails to attend a rearranged meeting without good reason, their application will be deemed to have been withdrawn.

Where a request can, without further discussion, be approved as stated in the employee's written application a meeting to discuss the request may not be necessary. The employee will be informed of the organisation's agreement to the request by a confirmation letter as outlined in the section 'Responding to a flexible working request' within 20 working days of the organisation receiving the request. This time limit may be extended with the agreement of both the employee and Headteacher.

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<sup>1</sup> If the Headteacher is unsure what information is required, advice should be obtained from MAC HR

## **8. Responding to a flexible working request**

The Academy Headteacher will consider the proposed flexible working arrangements, looking at the potential benefits, and adverse affects, to the employee and to the organisation in implementing the proposed changes.

Each request will be considered on a case-by-case basis. 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.

The application should only be rejected for one or more of the following reasons;

- extra costs that will damage the business
- the work cannot be reorganised among other staff
- people cannot be recruited to do the work
- flexible working will affect quality and performance
- the business will not be able to meet customer demand
- there's a lack of work to do during the proposed working times

the business is planning changes to the workforce

The employee will be informed in writing of the organisation's decision as soon as is reasonably practicable, but no later than 10 working days after the meeting.

The request may be granted in full, in part or refused. The Headteacher may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period. If the request is agreed then the employee will be sent a confirmation letter which will include details of the new arrangements. The employee should contact MAC HR within 10 working days if they wish to discuss the new arrangements further, or have any concerns.

## **9. Right to appeal decision**

The employee has the right to appeal the decision if their request is refused or is only agreed in part.

The employee may lodge an appeal within 10 working days of being notified of a decision on their application. This should be done in writing directly to the Headteacher and clearly state the grounds on which they are appealing.

The Headteacher is to forward the appeal letter and all supporting documents to MAC HR who will coordinate the appeal process, including the selection of the appeal panel<sup>2</sup> (including the appointment of the panel Chair), production and distribution of the appeal document pack<sup>3</sup>.

The appeal will be heard within 10 working days (where possible) following receipt of the appeal letter and supporting documents by MAC HR.

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<sup>2</sup> The appeal panel members must be independent and not been involved with the initial application decision.

<sup>3</sup> At least 48 hours before the appeal meeting and must include the employees application, any supporting evidence/documents and a copy of the completed Annex B.

The Chair of the Appeal Panel (via MAC HR) will then inform the employee of the outcome of their appeal within 10 working days of the appeal meeting. These time limits may be extended with the agreement of both the employee and MAC HR. A copy of this letter is also to be sent to the Academy Headteacher for retention in the employee Personnel file.

## **10. Trialling new working arrangements**

Where there is some uncertainty about whether the flexible working arrangement is practicable for an employee and/or CtKCC MAC a trial period may be agreed. If a trial period is arranged the Headteacher will allow sufficient time for an employee and their manager to implement and become used to the new working practices before taking any decisions on the viability of a new arrangement.

## **11. Varying an employee's contract**

Where flexible working practices are agreed as a permanent change, a variation will need to be made to the employee's contract of employment. A new contract of employment will be sent to the employee as soon as practicable following the change to the employee's working pattern being agreed but no later than 28 days after the request was approved.

If the employee has any questions or concerns about the new contract of employment they should contact MAC HR to discuss the matter further.

Where a trial period has been arranged MAC HR will provide the employee with a document that details their new working pattern and makes clear that it is only a temporary variation to the terms of the employee's contract. The employee will be informed in writing of the start and end dates of the trial period (although the Headteacher may reduce or lengthen the trial period where necessary with the agreement of the employee). CtKCC MAC will reserve the right, at the end of the agreed trial period, to require the employee to revert to their previous working arrangement.

## **12. Complaints and further information**

CtKCC MAC is strongly opposed to any form of victimisation of individuals who work, or request to work under flexible working arrangements.

If an employee feels that they have been treated unfairly or are dissatisfied with any stage of the flexible process, they should raise their concerns informally with MAC HR.

If informal discussions do not resolve the matter to an employee's satisfaction, they should raise a grievance under the CtKCC grievance procedure.

For further information an employee should refer to the documents listed below and/or contact MAC HR.

Law relating to this document:

Employment Rights Act 1996

Equality Act 2010

Flexible Working Regulations 2014



## ANNEX A

<b>Name of employee:</b>		
<b>School and or Department:</b>		
<b>Job Title:</b>		
<b>Date form submitted:</b>		
<b>I wish to submit a request for flexible working as detailed below.</b>		
<b>Previous applications for flexible working</b>		
Have you submitted a previous request for flexible working? (If yes, please answer the next question.)	Yes	No
When did you submit your last request for flexible working?		
<b>Statutory requests</b>		
Do you have 26 weeks' service?		
Is your request to look after a child aged under 16 or a child with a disability aged 17 or under?	Yes	No
Is your request to manage your caring responsibilities for an adult who is your spouse, partner, or civil partner, relative or an adult that lives with you?	Yes	No
<b>Pattern of working</b>		
Please state the pattern of working you are seeking by providing information under one or more of the following three headings:		
<b>1. I would like to reduce my working hours from [current number of hours worked] hours to [the number of hours you would like to work] hours per week.</b>		

**2. I would like to alter the days I work and/or the timing of my working hours so as to work at the following times (please indicate the days/times of day you would like to work).**

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**3. I would like to do some of my work from my home (please be precise about the number of hours and days/times of the week you would like to work at home).**

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I would like the above change(s) to my working pattern to take effect on:	
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**Please state the effects that you think the changes you are requesting will have on the School timetable, on your department, your colleagues, teaching and learning etc.**

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**Please state how you think any such effect might be dealt with.**

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Once you have submitted a valid application for flexible working, the Academy will contact you to arrange a meeting, which will take place within 20 working days of the application being submitted, to discuss how the pattern of working 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, unless agreed otherwise.

It will help us to deal with your application if you provide as much information as you can about your desired working pattern. It is also important that you complete the questions about the effects that you think the changes you are requesting will have on the Academy and your colleagues.

<b>Signed:</b>		<b>Date:</b>	
Confirmation of Receipt			
Dear			
	I confirm that I received your request to change your work pattern on (date)		
	I shall be arranging a meeting to discuss your application within 20 working days following this date. In the meantime you might want to consider whether you would like a trade union representative or an employee of the MAC to accompany you at the meeting.		
From			
Date			

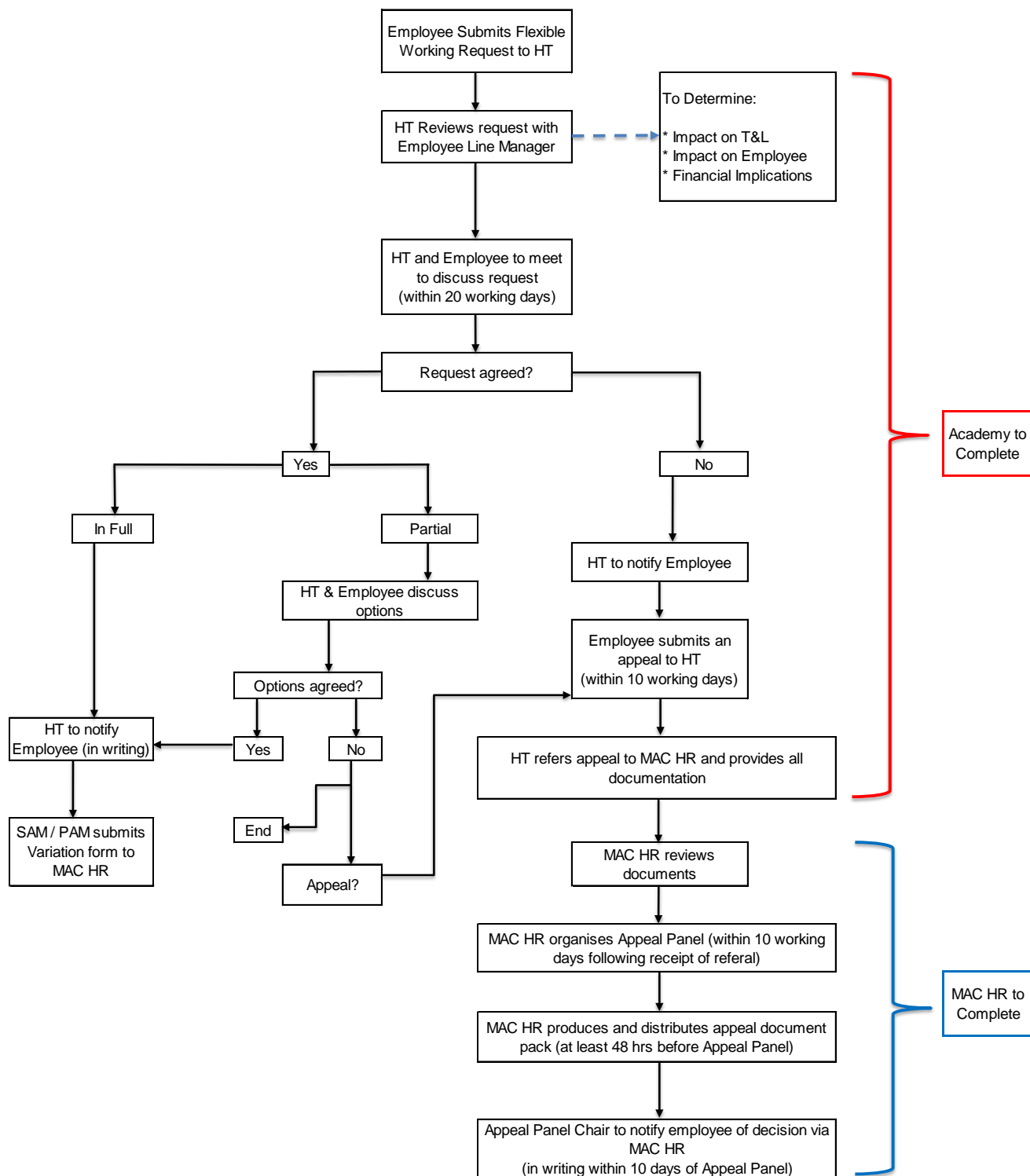
## Flexible working checklist for Managers and Staff

<b>Employee Name:</b>	
<b>Academy:</b>	
<b>Date of Request:</b>	

No.	Action	Date Completed
To be completed by Academy		
1.	Flexible Working request received by HT	
2.	Flexible Working request acknowledged.	
3.	A formal meeting with Headteacher within 20 working days. Employee invited to attend with right to be accompanied.	
4.	Within 10 working days as outlined in the policy a letter to employee with decision and start date if new hours etc agreed.	
5.	If extension to decision is required, an appropriate letter will be sent.	
6.	If request has been declined employee has right of appeal, this must be within 10 working days of the original decision.	
7.	If employee appeals, appeal letter and all supporting documents sent to MAC HR by Academy HT	
To be completed by MAC HR		
8.	Within 10 working days of receiving the appeal documents, MAC HR to arrange Appeal Panel, select Chair and produce appeal packs for panel members.	
9.	MAC HR to inform employee of Appeal Panel details	
10.	Appeal panel held	
11.	Within 10 working days employee will have written confirmation of the appeal decision from the Appeal Panel Chair.  There is no further right of appeal.	

## ANNEX C

### Flexible Working Request Flow Chart



SAM - Secondary Academy Manager

PAM - Primary Academy Manager