



## Guidelines for Flexible Working Request

The University of Bolton believes that flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

From 30th June 2014 all employees who have a minimum of 26 weeks' continuous service have the right to request flexible working and to have their request considered seriously by their employer.

To be eligible to make a request for flexible working, you must have 26 weeks' continuous service with the University. Before making an application, you should first read the following notes. You can only make one request in every 12-month period.

You should note that any request submitted will normally be considered within 28 days from first receipt. The whole process (including any appeal) will normally be dealt with within three months. You should therefore ensure that you submit your application well in advance of the date you wish the request to take effect.

It will help your line manager to consider your request if you provide as much information as you can about your desired working pattern. It is important that you complete all the questions contained in the flexible working application form, as otherwise your application may not be valid. When completing sections 3 & 4, think about what effect your change in working pattern will have both on the work that you do and on your colleagues. Once you have completed the form, you should immediately forward it to your line manager, with a copy to Human Resources (please keep a copy for your own records).

Your line manager has 28 days after the day your application is received in which to arrange a meeting with you to discuss your request. Please note if the request is granted the new legislation means that the changes made can now be 'subject to review' or 'a right to end the arrangement.'

Should your application not be approved, you cannot submit another application until a period of 12 months has elapsed.

## Requests for Flexible Working

A request for flexible working could include a request for a change to the number of hours that the employee works, a request for a change to the pattern of hours worked, a request to job

share or a request to perform some or all of the work from the employee's home. This is not an exhaustive list.

All requests must be made in writing by email or letter through completing the Flexible Working

- an inability to reorganise work among existing staff;
- an inability to recruit additional staff;
- a detrimental impact on quality;
- a detrimental impact on performance;
- a detrimental effect on ability to meet customer demand;
- insufficient work for the periods the employee proposes to work; and
- a planned structural change to the business.