Flexible Working Policy

Category: Flexible Working Policy and Procedure
Approval: Senior Management Team
Responsibility: VPED

Dates:
- Approved: 01/09/2021
- Last Revised: 18/10/2021

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tr>
<td>BISC</td>
<td>Bader International Study Centre &amp; Herstmonceux Castle Enterprises Limited.</td>
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<tr>
<td>Flexible Working</td>
<td>Gives eligible employees an opportunity to request a change to their working pattern.</td>
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Purpose:

The purpose of this policy is to:

- Define what is meant by flexible working
- Outline the procedure for making a flexible working request
- Comply with relevant legislation
Scope:
This flexible working policy gives eligible employees an opportunity to request a change to their working pattern.

All flexible working requests will be considered in accordance with statutory obligations which include dealing with a request in a reasonable manner and within a reasonable time. In any event the time between making a request and notifying you of a final decision (including the outcome of any appeal) will be less than three months unless BISC have agreed a longer period with you.

This policy does not form part of any employee’s contract of employment, and BISC may amend it at any time.

Policy:

Eligibility
To be eligible to make a flexible working request, you must:

a) be an employee

b) have worked for BISC continuously for at least 26 weeks at the date your request is made; and

c) not have made a flexible working request during the last 12 months (even if you withdrew that request).

If you have not worked for BISC for 26 continuous weeks, but have worked more than 26 weeks in total, because for instance you only work for one term each year, please get in touch with HR to discuss whether you are eligible to make a flexible working request.

What is a flexible working request?

A flexible working request under this policy means a request to do any or all, of the following:

a) to reduce or vary your working hours;

b) to reduce or vary the days you work;

c) to work from a different location (for example, from home);
Making a flexible working request

Your flexible working request should be emailed to HR at hr@bisc.queensu.ac.uk. It should:

1. state that it is a flexible working request;
2. explain the change being requested and propose a start date;
3. identify the impact the change would have on the business and how that might be dealt with; and
4. state whether you have made any previous flexible working requests.

If your flexible working request is to work some or all your working week at home, you should also complete and submit a Remote Working assessment Tool document.

Meeting

BISC may decide to grant your request in full without a meeting, in which case BISC will write to you with our decision. Alternatively, BISC may arrange a meeting at a convenient time and place to discuss your request. If this is the case, you may be accompanied at the meeting by a colleague of your choice. They will be entitled to speak and confer privately with you but may not answer questions on your behalf.

Decision

If BISC meet with you, BISC will inform you in writing of their decision as soon as possible after the meeting.

If your request is accepted, BISC will write to you with details of the new working arrangements and the date on which they will commence. You will be asked to sign and return a copy of the letter.

If BISC cannot immediately accept your request, BISC may require you to undertake a trial period before reaching a final decision on your request.

Unless otherwise agreed, changes to your terms of employment will be permanent.

BISC may reject your request for one or more of the following business reasons:

1. the burden of additional costs;
2. detrimental effect on ability to meet customer demand;
3. inability to reorganise work among existing staff;
4. inability to recruit additional staff;
5. detrimental impact on quality;
6. detrimental impact on performance;
7. insufficiency of work during the periods that you propose to work; or
8. planned changes.

If BISC are unable to agree to your request, BISC will write to tell you which of those reasons applies in your case. BISC will also set out the appeal procedure.

**Appeal**

You may appeal in writing to the Vice Provost & Executive Director (vped@bisc.queensu.ac.uk) within 14 days of receiving our written decision. This includes a decision following a trial period.

Your appeal must be dated and must set out the grounds on which you are appealing and be sent to.

BISC will hold a meeting with you to discuss your appeal. You may bring a colleague to the meeting.

BISC will tell you in writing of the final decision as soon as possible after the appeal meeting, including reasons. There is no further right of appeal.

**Responsibilities:**

<table>
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<tr>
<th>Contact Officer(s):</th>
<th>Responsible for:</th>
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<tbody>
<tr>
<td>Job title</td>
<td>HR Manager</td>
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**Date for Next Review:**

The policy will be reviewed every three years by the Policy Advisory Group.

**Related Documents:**

Lone Working Guidelines, Health & Safety Statement, BISC Checklist of Home Environment, Display screen assessment Checklist, Working at Home Policy

**Superseded by:**

Provide names and links to any policies superseded by this policy.