



RADLEY

Flexible Working Policy

January 2025

Flexible Working

Radley College supports flexible working arrangements to help staff balance work with other priorities, such as caring responsibilities, personal interests, and further education. The College recognises that a good work-life balance can enhance motivation, performance, productivity and overall well-being.

Radley College is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the College and the employee can be met. All requests for flexible working will be considered but there is no automatic right to be granted a request.

If an employee thinks they may benefit from flexible working, they can either:

- contact their Head of Department or the HR department to arrange an informal discussion to talk about the options
- submit a flexible working request, by following the steps in this policy

Submitting a flexible working request

All employees have the statutory right to request flexible working from the first day of employment. An employee is entitled to submit two statutory flexible working requests in a 12-month period.

If you have submitted a flexible working request, you must wait until that one has been considered and any appeal has been dealt with, before submitting a new request.

The 12-month period will commence from the date when the first application is made.

All requests must be made in writing and should include:

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

Responding to a flexible working request

The HR department and your Head of Department will consider the proposed flexible working arrangements. They will look at the potential benefits and adverse effects to the employee and to the College 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.

Where an employee's request needs further discussion, the College will invite the employee to a consultation meeting. If a meeting is arranged it will be held within 10 working days of the College receiving the request. However, if this is not possible, you will be informed of the reason for any delay.

Where an employee's request can be approved in full without a consultation meeting, the College 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. This time limit may be extended with the agreement of both the employee and the HR department.

The College will make a decision on all requests, including any appeal within a maximum of 2 months.

Consultation Meeting

If the employee is invited to a consultation meeting, the HR department will discuss:

- the request
- how the proposed working arrangements might work
- how it could be of benefit to both the employee and organisation

The employee will be given advance notice of the time, date and place of the meeting. At the meeting the employee may, if they wish, be accompanied by a 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 request will be deemed to have been withdrawn.

Communicating a decision after consultation

After a consultation meeting, the request may be granted in full, in part or refused. The College 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 working arrangement is agreed, the employee will be sent a confirmation letter within 10 working days of the consultation meeting. If the College is unable to agree to the request, the employee will be given the decision in writing within 10 working days of the consultation meeting.

Right to appeal a decision

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

The employee may submit an appeal within 5 working days of being notified of a decision on their request. This should be done in writing and clearly state the reasons for their appeal. The appeal will be heard within 10 working days. The employee will then be informed of the outcome of their appeal within 10 working days of an appeal meeting. These time limits may be extended with the agreement of both the employee and the HR department.

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

Trialling new working arrangements

Where there is some uncertainty about whether the flexible working arrangement is practical for an employee or the College, 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.

The College will write to the employee setting out the trial arrangements, this will include the new working pattern and make clear that it is only a temporary change to the employee's terms and conditions.

The employee will be informed in writing of the start and end dates of the trial period. The College may reduce or lengthen the trial period where necessary, with the agreement of the employee.

The College will reserve the right, at the end of the agreed trial period, to require the employee to revert to their previous working arrangement. In this situation, the organisation will give the employee two weeks' notice.

Varying an employee's contract

Where a flexible working request is accepted this will normally mean a permanent change to an employee's terms and conditions of employment, and there is no automatic revert to their original working arrangements at a later date. Written confirmation of the changes will be sent to the employee within one month of the change being agreed. If the employee has any questions or concerns, they should contact the HR department.