

Flexible Working Policy

Policy No.	P1415-984	Review Interval:	Annual
Effective Date:	10.02.15	Review Date:	25.03.20
Last Revised:	30.02.16	Approval Body:	HR Policy Committee
Policy Owner:	Bethan Lewis		
Policy Author:	Bethan Lewis		
Legislation:	Employment Rights Act 1996; The Flexible Working Regulations 2014; The Equality Act 2010. ACAS Code of Practice on The Right to Request Flexible Working An ACAS Guide: Handling Requests to Work Flexibly In A Reasonable Manner		

Policy Statement

Any member of Swansea University staff is entitled to make a request for flexible working. Consideration of requests will be in accordance with the Flexible Working Regulations 2014.

Swansea University recognises that having a range of flexible working arrangements in place assists with improved recruitment and retention, reduced levels of absenteeism, reduced levels of stress, increased motivation and job satisfaction, and better working relations with staff feeling more valued and more loyal to their employer. Swansea University recognises that there is no one size fits all approach to flexible working. Common kinds of flexible working are detailed in the procedural guidance.

The University recognises the benefit to which flexible working arrangements can contribute to:

- ◆ Sustaining its position as a top 30 research led institution.
- ◆ Developing a dual campus environment that is customer focussed and appropriately structured with fit-for-purpose business processes.
- ◆ Enabling employees to better balance the competing demands between personal interests and work.

The following principles will be adopted with regards to the right to request flexible working:

- a) All employees can request to work flexibly.
- b) All decisions will be based on the business case.
- c) Employees will be responsible for placing their request in writing and include the following information:

Date of application, the change to working conditions they are seeking and when they would like the change to come into effect.

What effect if any, they think the requested change would have on the College/School/Department and how, in their opinion, any such effect might be dealt with.

A statement that this is a statutory request and if and when they have made a previous application for flexible working.

d) Line managers will be responsible for arranging to meet with the employee as soon as possible after receiving the written request. They will:

- ◆ Allow the employee to be accompanied if they so wish
- ◆ Consider the request, carefully looking at the benefits of the requested changes in working conditions for the employee and the business, and weigh these against any adverse business impact of implementing the changes
- ◆ Not discriminate unlawfully against the employee.
- ◆ Make a decision, informing the employee of that decision as soon as possible in writing.

If a request is rejected one of the following business reasons as set out in the Flexible Working Regulations 2014 must be given:

- ◆ The burden of additional costs
- ◆ an inability to reorganise work amongst existing staff
- ◆ an inability to recruit additional staff
- ◆ a detrimental impact on quality
- ◆ a detrimental impact on performance
- ◆ detrimental effect on ability to meet customer demand
- ◆ insufficient work for the periods the employee proposes to work
- ◆ a planned structural change to your business

An employee has the right to appeal against a decision to reject their request for flexible working. Details of the appeal process will be outlined in the detailed procedural guidance.

Definitions

Term	Definition
Flexible Working	There are many different forms of flexible working. Flexible working can describe the place we work, such as home working or on campus, the contract we are on such as part time or job share.

Related Policies

Title	Link
Flexible Working Procedure – Guidance for Managers	https://staff.swansea.ac.uk/media/Line-Manager-Guide-to-the-Flexible-Working-Request-Process.pdf
Flexible Working Procedure – Employee Guide	https://staff.swansea.ac.uk/media/Employee-Guide-to-the-Flexible-Working-Request-Process.pdf

Policy History

Date/Version	Description
25.03.20	Updated related policies with links

Policy Development Checklist

I confirm that the above policy:

Is legally compliant	<input checked="" type="checkbox"/>
Fits with current University Strategy	<input checked="" type="checkbox"/>
Has had an approved Equality Impact Assessment : <ul style="list-style-type: none"> Does not have adverse effects on opportunities for persons to use the Welsh language Does not treat the Welsh language less favourably than the English language 	<input checked="" type="checkbox"/> Date of assessment: <u> 25 / 03 / 20 </u>
Name (Policy Owner):Bethan Lewis	Date:25/03/20