



# Flexible Working Policy

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## 1. About this policy

- 1.1 The university is committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. This Flexible Working Policy gives eligible employees an opportunity to request a change to their working pattern in accordance with the statutory right to request flexible working .
- 1.2 This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.
- 1.3 the university may amend it at any time.

## 2. Forms of flexible working

- 2.1 Flexible working can incorporate a number of possible changes to working arrangements, such as:
  - reduction or variation of working hours;
  - reduction or variation of the days worked; and/or
  - working from a different location (for example, from home).
- 2.2 [Appendix A](#) to this policy provides examples of the types of flexible working arrangements that might be requested.

## 3. Eligibility

- 3.1 In order to be eligible to make a statutory request for flexible working you must:
  - be an employee;
  - have worked for DMU continuously for 26 weeks at the date your request is made; and
  - not have made a statutory request to work flexibly during the last 12 months.
- 3.2 Employees who do not meet the eligibility requirements to make a statutory request, may still make an informal request to their manager who will consider the request taking into account business and operational needs. See [Informal or short term flexible working requests](#).

4.



- b) policies may be relevant, for example, if your request concerns childcare or other family commitments, religious or cultural requirements, or adjustments because of a disability.
- c) What effect, if any, you think the requested change will have on the university (including work colleagues) and how, in your opinion, any such effect might be dealt with.
- d) A statement that this is a statutory request and if and when you have made a previous application for flexible working.

- 4.3 A [template letter](#) is available that you can use for this purpose. Your written request should be dated and sent to your manager.
- 4.4 You should submit your statutory request in good time and ideally at least two months before you wish the changes you are requesting to take effect.
- 4.5 If your manager is able to agree your request without the need for a meeting, they will write to you, confirming the decision. See [Request accepted / accepted with modifications](#).
- 4.6 If your request cannot be accommodated, discussion between you and your manager may result in an alternative working pattern that can assist you.

## 5. Discussion and consideration

- 5.1 Your manager will arrange to meet with you to discuss your request. A meeting may not always be required if your manager intends to accept your request.
- 5.2 If a meeting is required, you may bring a work colleague (who may also be a trade union representative) to the meeting as a companion if you wish.
- 5.3 The meeting will be used to consider the working arrangements you have requested. You will be able to explain how the arrangements will be of benefit to you and help accommodate your needs. You will also be able to discuss what impact your proposed working arrangements will have on your work and that of your colleagues. If the arrangements you have requested cannot be accommodated, discussion at the meeting also provides an opportunity to explore possible alternative working arrangements.
- 5.4 Your manager may suggest starting new working arrangements under an initial trial period to ensure that they meet your needs and those of the university.

## 6. Decision

- 6.1 Following the meeting (if applicable), your manager will notify you of the decision in writing.

### **Request accepted / accepted with modifications**

- 6.2 If your request is accepted, or it is accepted with modifications agreed as part of a discussion with you, you will receive a letter with details of the new working arrangements, details of any trial period,



- 6.3 You will be asked to sign and return a copy of the letter. This will be placed on your personnel file to confirm your acceptance of the variation to your terms of employment.
- 6.4 Unless otherwise agreed (and subject to any agreed trial period) changes to your terms of employment will be permanent. You will not be able to make another statutory request until 12 months after the date of your most recent request.

## **Request not accepted**

- 6.5 There will be circumstances where, due to business and operational requirements, your manager is unable to agree to your request. In these circumstances, your manager will write to you:
- a) giving the business reason(s) for turning down your request; and
  - b) setting out how you can appeal the decision.
- 6.6 The eight business reasons for which your manager may reject your request are:
- a) The burden of additional costs.
  - b) Detrimental effect on ability to meet customer demand.
  - c) Inability to reorganise work among existing staff.
  - d) Inability to recruit additional staff.
  - e) Detrimental impact on quality.
  - f) Detrimental impact on performance.
  - g) Insufficiency of work during the periods the employee proposes to work.
  - h) Planned structural changes.

## **7. Appeal**

- 7.1 If your request is rejected, you may appeal the decision.
- 7.2 You will need to write to the person specified in your decision letter (this will normally be your manager) setting out your reasons for appealing the decision. Your letter must:
- a) be in writing and dated
  - b) set out the grounds\* on which you are appealing, and
  - c) be sent to the specified person within seven working days of the date on which you received the written decision.

\* An appeal might be raised on the following grounds (examples only):

- a) The
  - b) New information has come to light which was not known at the time of your request and which, had it been considered at the time, might have resulted in a different decision being reached.
  - c) There was an omission in following a reasonable procedure when considering your request.
- 7.3 Where necessary, you will be invited to a meeting to discuss your appeal. If a meeting is required, you may bring a work



7.4 You will be informed of the final decision following this meeting as soon as possible after the meeting. You will be kept informed of any delays. See also [Timescales](#).

7.5 The outcome of the appeal will either be either that:

[Request accepted / accepted with modifications](#); or  
[Request not accepted](#)

as set out in 6.2 to 6.6.

## 8. Timescales

8.1 Statutory flexible working requests will be considered within an overall period of three months from the date of receipt of the written request











- c) If a suitable sharer cannot be appointed, the options available will be discussed with the employee concerned. These may include the possibility of redeployment to another post within the university and/or the possibility of being offered a new contract of employment on a part time basis.







[include details of potential impact of the proposed change on your immediate colleagues, team/school, and the wider university, service delivery, potential impact on students etc.]

I think the potential impact can be dealt with as follows: [include details of any suggestions as to how to deal with the potential impact of the requested change.]

I look forward to hearing from you.

Yours sincerely,

[Your name]

[Your job title]

