

FLEXIBLE WORKING: THE RIGHT TO APPLY 2021



Background

The College recognises the contribution of all its staff and also understands that, at some time in their working lives, staff may wish to work more flexibly.

In accordance with the Employment Rights Act 1996 and the subsequent Flexible Working Regulations 2014, every employee has the statutory right to ask to work flexibly after 26 weeks' employment. An employee can only make a statutory request once in any 12-month period. This document sets out the process the College will follow when responding to statutory written requests for flexible working.

The statutory right to apply does not provide an automatic right to work flexibly as there may be circumstances when the College is unable to accommodate an individual employee's desired work pattern.

Hybrid roles

Many, but not all, roles within College involve work that is most appropriately and effectively undertaken through a blend of onsite and remote/home working. The blend between onsite and remote/home working is dependent on the demands of the role and the needs of the department, the working practices for hybrid roles are determined at a departmental level and are subject to change.

Hybrid working practices are continually reviewed to ensure they remain the most effective method of working and as such are subject to change. Changes to working practices resulting from a formal flexible working request do constitute a permanent contractual change.

Below is a summary of the "Flexible working – the right to apply" legislation.

Eligibility

To be eligible to make a formal flexible working application:

- You must be an employee
- You must have worked for the College for 26 weeks continuously at the date that the application is made
- You must not have made another flexible working application during the past 12 months

Scope of request

Eligible staff will be able to request:

- a change to the hours they work
- a change to the times when they are required to work
- to work from home

This covers working patterns such as part-time hours, annualised hours, compressed hours, flexitime, remote or homeworking, job-sharing, shift working, staggered hours and term-time working.

The application

the College must notify you, in writing, of the decision within 14 days after the date of appeal, giving reasons

A member of staff can only make one flexible working application in a 12 month period (an employee is entitled to additional requests if they relate to a statutory entitlement, for example the Equality Act 2010 right to request reasonable adjustments).

An accepted application will mean a permanent change to a member of staff's contractual terms and conditions.

Further details of the right to apply for flexible working are available from Human Resources by emailing humanresources@rcm.ac.uk

Head of HR
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Approved by
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