



## **Flexible Working Policy**

### **Introduction**

OVHA believes its staff members are its most valuable asset and is committed to attracting and retaining the very best and utilising all talent and experience available. OVHA understands that it is important for staff members to establish a work – life balance as many individuals have personal responsibilities outside of work. Flexible work may allow more freedom for employees to organise their employment to fit in with other parts of their life.

### **Policy Statement**

Ore Valley HA recognises that introducing a flexible working policy will help to ensure compliance with the right to request flexible working brought in by the Employment Act 2002 and Work and Families Act 2006. The policy has also been introduced to help ensure equality and fairness throughout the process and aid employees work life balance. Employees have the right to request changes to their working hours or place of work under the statutory right in the Employment Rights Act 1996 to request flexible working.

### **Policy Principles**

- The policy has been produced as OVHA's response to the legislation brought in by the Employment Rights Act 1996, Employment Act 2002, Work and Families Act 2006.
- Aims to provide workers with the opportunity to request to change their standard working arrangements to strike a better balance between their home and work responsibilities and for OVHA to retain talent and skills in the workforce and react effectively to changing market conditions.
- Details the flexible working procedure that must be followed and also provides standard letter templates and forms to use.
- Details the employers' responsibilities contained in the Act and the recommendations to consider workers' request for a flexible working arrangement.
- Is only applicable when the employee instigates the request to work flexibly (and not when it is instigated by the employer).
- Re-emphasises a desire to create a good place to work for everyone by aiming to retain skills and experience and adapting to changes in society.

### **Making a request**

You must apply in writing to your line manager. You can make up to 2 statutory requests within a 12 month period. Once your manager has received your written request you will be invited to a meeting to discuss your proposal. After the meeting your manager will give you a written decision on your application.

### **Eligibility**

Under provisions set out in the Employment Rights Act 1996 every employee has the right to request a change to their contractual terms and conditions of employment from the start of their employment. An employee can make up to 2 statutory requests within a 12 month period.

### **General**

To be eligible, staff members must:

- Be an employee.
- Not be an agency worker.
- Not have made another application to work flexibly under the right during the past 12 months.

## **Types of Flexible Working**

Some examples of flexible working are documented below, however please note this list is not exhaustive.

### **Part time working**

A system whereby the employee is contracted to work fewer than the standard full time hours. There are many variations to part time working such as later start or earlier finish times, afternoons or mornings only and fewer working days in the week.

### **Job-sharing**

An arrangement whereby two part time (or occasionally more) employees share the responsibility of a position. In a 'shared responsibility' arrangement the individuals both carry out all the duties of the job simply by picking up the work where the other employee left off. A 'divided responsibility' arrangement is when the duties of the position are divided between the two individuals, with each being able to provide cover for the other as and when necessary.

### **Term time working**

The employee remains on a permanent contract, but can take unpaid leave of absence as agreed.

### **Working from home**

An approach whereby an employee carries out a proportion of his/her duties from home rather than on OVHA premises.

### **Compressed Hours**

A system permitting employees to work their total number of contractual hours over fewer working days. For example, a five day working week may be compressed into four days.

When considering a request for flexible working there may be other solutions worth reviewing such as sabbaticals and flexi time however employers are not obliged to offer these.

### **Appeal**

If your request for flexible working has been rejected you can appeal the decision. You should do this in writing stating the reasons for your appeal. A meeting will be arranged to discuss your appeal and any options or alternative solutions available to you. After the meeting the final decision will be confirmed in writing.

Reviewed by: M Elder

Review Date: July 2023 (Governments Flexible Working Bill has gained Royal Assent and will likely go live during 2024 - included)

Next Review Date: July 2026