



PRIFYSGOL
BANGOR
UNIVERSITY

CHANGE TO WORK PATTERN / CAREER BREAK

Rev	Date	Purpose of Issue/Description of Change		Review Date
1.				
2.	2018	Review – no changes		2020
Policy officer	Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date	
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1 INTRODUCTION

The University supports the principle of a change of work pattern or a career break and undertakes that all requests will be considered seriously. While a flexible approach to considering applications is encouraged the University also acknowledges that there will be occasions where it is not possible to agree to requests due to the impact this may have.

2 ELIGIBILITY

This policy applies to all employees of the University.

3 SCOPE

Arrangements may be requests which are temporary or permanent. It is the responsibility of the employee to fully understand the nature and impact of their request.

The College/School /Department will consider all requests for changes to work patterns or career breaks on their own merits, and assessing each request based on the needs of both the business and the employee.

The College/School/Department's agreement to one employee's request (either within the same department or another area of the University), will not set a precedent or create a right for another employee to be granted the same or a similar change to their working pattern.

It shall be the responsibility of both the manager and the employee to consider, assess and evaluate the potential business implications of implementing arrangements, for instance, but not limited to, the potential impact on costs, supervision, staff, services and the University's ability to meet its objectives.

It shall be the responsibility of both the manager and the employee to proactively manage, regularly review the arrangements (at least annually) to ensure that these continue to be effective in meeting the needs of both the University and the employee.

4 MAKING AN APPLICATION

- Employee to consider change of work pattern arrangements:
 - Reduction of working hours / working week
 - Career break
- Employee completes and submits form and returns to HR.

- Manager to meet with employee within 28 days of receiving the application to discuss the request in more detail. If the manager has already decided to approve the formal request a meeting may not be needed.
- Manager considers the request and confirms with HR whether they are unable to approve or approve request. If unable to approve, the manager must confirm the reasons why.
- HR formally contacts the employee with the outcome, issuing an addendum of contract where an application of flexible working is approved

5 REVIEWS

The approval and implementation of arrangements may be subject to a trial period, to ensure the effectiveness and suitability of the arrangement for both the department and the member of staff. Trial periods will be on the basis that they are short term, not normally extending beyond 3 months. The arrangements should also be regularly reviewed, 6 monthly or at least annually.

6 REACHING A DECISION

If the department is unable to accommodate the request, the legislation states that it may only be declined on the basis of one or more of the following reasons:

- The burden of additional costs;
- Detrimental effect on the ability to meet customer demand;
- Inability to re-organise work amongst existing staff;
- Inability to recruit additional staff;
- Detrimental impact on quality;
- Detrimental impact on performance;
- Insufficiency of work during the periods you propose to work;
- Planned structural changes;

7 APPEALS

If you wish to appeal against the decision made, you must do so, in writing, within 14 days of the date you received the written notice that your request has been rejected. Your appeal must set out the grounds under which you are making the appeal and your letter must be dated.

Within 14 days of receiving the notification that you wish to appeal, HR will arrange a meeting. One companion can accompany you at this meeting. Human Resources will determine the constitution of the appeals panel. You will be informed of the outcome of the appeal, in writing, within 14 days of the meeting being held.

If the appeal is upheld – the written decision will include a description of your new working pattern and the date from which it will take effect or confirmation of your career break.

If the appeal is dismissed – the written decision will state the grounds for the decision, and will provide an explanation as to why the grounds for refusal apply in the circumstances.

A written notice of the appeal outcome constitutes the University's final decision and is effectively the end of the internal formal procedure.

If you fail to attend the appeal meeting, it will be considered that you have withdrawn your appeal, unless you can provide a good reason why you were unable to attend, or inform the panel beforehand.

8 POLICY REVIEW

This policy will be reviewed and updated at periodical intervals to ensure continuing suitability for organisational needs and compliance with relevant legislation.