



PRIFYSGOL
BANGOR
 UNIVERSITY

FLEXIBLE WORKING POLICY

Rev	Date	Purpose of Issue/Description of Change		Review Date
1.	2006			2007
2.	2007			2008
3.	2009			2010
4.	2014	Cosmetic changes		2015
5.	2015	Update for clarity		2016
6.	2016	Cosmetic changes		2017
7.	2018	Review – no changes		2020
8.	2021	Amendments to sections 5, 6 and 7 for clarity. Removal of 26 weeks service requirement.		2023
Policy officer		Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Jade Luke		Steffan Griffiths	HRTG 21/04/2021	

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1 INTRODUCTION

The University supports the principle of flexible working 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.

A maximum of one application may normally be made within any 12 month period.

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 University recognises the positive impact of flexible working arrangements to:

- improve business efficiency and productivity;
- improve the balance between life and work;
- create a positive and inclusive environment;

The College/School /Department will consider all requests for flexible working 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 flexible working 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 flexible working relationships, regularly reviewing existing flexible working

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 flexible working arrangements.
- Informal discussion between employee and manager to explore and consider flexible working arrangements in advance of a formal request being submitted.
- Employee completes and submits the flexible working application form and returns it 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 the 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 EXAMPLES OF FLEXIBLE WORKING

- Part-Time Working - Changing the number of hours worked
- Job Sharing - Two members of staff request to work part-time hours, to share the responsibility for one position.
- Compressed hours - Compressed hours may be useful for employees who wish to continue to work current total hours and retain current benefits but would prefer to compress the hours into a shorter working week or fortnight, thereby allowing some 'free time' during the normal working week. An example is a 'nine-day fortnight' with 10 days' worth of hours worked over nine slightly longer days, allowing one day off per fortnight.
- Working from home - This option involves some of their work being carried out from home. (Please see the Interim Homeworking Policy for considerations relating to working from home)
- Career break

6 REVIEWS AND FURTHER REQUESTS

The approval and implementation of flexible working 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.

7 TRIAL PERIODS

Trial periods will be on the basis that they are short term, not normally extending beyond 12 months. The organisation will reserve the right, at the end of the agreed trial period, to require the employee to revert to their previous working arrangements. Once agreed beyond the initial 12 month trial period, any change will normally become a permanent change to the member of staff's terms and conditions of employment and they may not be entitled to revert to their old work pattern unless explicitly agreed otherwise or following consideration of a further formal flexible working request.

8 REACHING A DECISION

Where individuals have disclosed that they are making a request in relation to the Equality Act, due regard should be given to the duties placed on employers under the Act in considering any request for flexibility and these should be discussed with HR.

A request for flexible working 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;

9 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.

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.

10 POLICY REVIEW

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