

Guidelines – Flexible Working

Introduction

Cambridge HR Solutions provides advice and guidance to organisations big and small in the private, public and third sectors on all HR matters.

These guidelines¹ are intended to help managers navigate the sometimes complex world of HR.

Flexible Working

From 30 June 2014 every employee has the statutory right to request flexible working if they have been employed for at least 26 weeks – prior to this the right only applied to parents of children under the age of 17 (or 18 if the child is disabled) and certain carers.

What the employee must do

Your employee must submit their application in writing, with the date of their application, the change to working conditions they are seeking and when they would like the change to take effect from.

They should also state that it is a statutory request and what effect, if any, they think the requested change would have on you and how, in their opinion, any such effect might be dealt with. They must also confirm if and when they have made a previous request – only one is allowed in a twelve-month period.

What you must do

You must consider the request, acting reasonable and fairly in all circumstances.

Invite your employee to a meeting and allow them to bring a colleague if they wish so that you can discuss and consider how the request might benefit your business and the employee.

If you reject the request it must be for one of the following business reasons:

- The burden of additional costs.
- An inability to reorganise work amongst existing staff.
- An inability to recruit additional staff.
- A detrimental impact on quality, performance or your ability to meet customer demand.
- Insufficient work for the periods the employee proposes to work.
- A planned structural change to your business.

You should confirm your reasons in writing, and allow your employee to appeal if they wish. They may be accompanied by a colleague.

You must consider the request and hear appeals within three months of submission.

If you accept the request you should confirm any permanent or temporary changes to their terms and conditions of employment in writing.

For more information, or if you have any questions, do please drop us an **email**.

¹ These are for information only. We therefore regret that we cannot be responsible for any loss you may suffer as a result of any omission or inaccuracy, and we encourage you to seek advice accordingly.