



HUMAN RESOURCES POLICY

THE RIGHT TO APPLY TO WORK FLEXIBLY POLICY

SCOPE

This policy is applicable to all employees of Cheshire East except for school based employees. There are specific policies for schools employees which can be accessed via the Schools Intranet Site (link below). This policy applies to all pregnant employees, regardless of the number of hours they work.

<http://www/Services/Corporate/Personnel/Education/CSPIS/index.htm>

ELIGIBILITY

The Law grants employees who have a minimum of 26 weeks continuous the right to request flexible working and to have their request considered.

This policy includes the right to ask for changes to one or more of the following in order to undertake their request:

- The number of hours worked e.g. part time, term time only, job share
- The times of work e.g. changes to start and finish times
- The place of work e.g. home working etc

Further details surround the eligibility can be found in the Right to Apply to Work Flexibly procedure.

AIMS

Cheshire East Council believes that flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

To set out the statutory rights & responsibilities of employees who wish to apply for the right to request flexible working.

POLICY STATEMENT

The Council recognises that employees may have questions or concerns relating to their right to apply to request to work flexibly. It is the Council's policy to encourage open discussions with employees to ensure that questions can be answered as quickly as possible.

The Council will ensure that all employees are afforded their full statutory rights and to make their request as stress free as possible.

PRINCIPLES

When an employee applies to work flexibly Cheshire East Council (CEC) will apply this policy in a fair and consistent manner.

Managers are responsible for:

- Giving all requests serious consideration
- Being flexible in their approach to requests
- Seeking advice and guidance from HR where necessary
- Considering operational needs against personal circumstances of the employee
- Considering the impact on the rest of the team and the provision of the service
- Suggesting alternative solutions
- Explaining and communicating decisions and confirming them in writing within the correct time scales

Employees are responsible for:

- Submitting their dated request in writing and including all the statutory information
- Considering the impact on colleagues and the provision of the service and suggest solutions
- Including a proposed start date for the change giving the manager reasonable time to implement any changes. N.B. it may take up to 3 months to consider and implement a request and possibly longer where difficulties arise
- Stating whether they have made a previous application and if so, state the date of when the application was made
- Being willing to consider alternative flexible working proposals

EQUALITY

Cheshire East Council will ensure that, when implementing the Right to Request Flexible Working Policy that no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the Policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary

.

MONITORING & REVIEW

This Policy will be reviewed in the light of operating experience and/or changes in legislation.

.

Useful Links:	Paternity Policy
	Parental Leave Policy
	Flexible Working Policy
	Childcare Vouchers
	Adoption Policy
	Time off for dependants
	Annual Leave Policy
	New and Expectant Mothers at Work Policy

Prepared by:	HR Policy and Strategy Team
Date :	8.2.11
Revisions and reasons:	01/06/2014 – Right to request legislation change
	30.06.2014
Review Date:	01/06/2015