



Flexible Working Procedure

Lead Officer (Post):	Director of HR and Organisational Development
Responsible Office/ Department:	People and Culture
Responsible Committee:	HR Committee
Date policy approved:	28 th August 2024
Date policy last reviewed and updated:	
Date policy due for review:	August 2026
Date of Equality Impact Assessment:	Click or tap to enter a date.

Accessible versions of this policy are available upon request.
Please contact the University Governance team

Policy Summary

Overview	To consolidate new staffs understanding of their duties and responsibilities, to ensure they have the knowledge and skills to perform their role safely and to a high standard, with an understanding of UHI North, West and Hebrides (NWH) mission, values and culture.
Purpose	To set out the College's approach to flexible working arrangements and enable employees to have choices allowing them to achieve a healthy work life balance.
Scope	This policy applies to all new employees including academic and professional services - full time, part time and temporary staff members.
Consultation	All staff will be asked to consult on the new policy.
Implementation and Monitoring	The implementation and monitoring of the policy is the responsibility of the Human Resource department. .
Risk Implications	There are no risk implications.
Link with Strategy	This policy aligns with UHI's enabling plan 'people and culture' which forms part of the strategic plan (2021-2025) framework.
Impact Assessment	Equality Impact Assessment:

Contents

1. Introduction	4
2. Flexible Working	4
3. Withdrawing a Written Request	6
4. Number of Written requests	6
5. Appeal	6
6. Time Scales	6
Appendix 1	7
1. Personal Details.....	7
2a. Describe your current working pattern (days/hours/times worked):.....	7
2b. Describe the working pattern you would like to work in future (days/hours/times worked):.....	7
2c. I would like this working pattern to commence from:.....	7
3. Impact of the new working pattern	Error! Bookmark not defined.
4. Accommodating the new working pattern ..	Error! Bookmark not defined.
Confirmation of receipt	8

1. Introduction

- 1.1 UHI North, West and Hebrides wishes to ensure that all staff have choices which will help them to achieve work life balance and is therefore committed to the development of flexible working practices. The following procedures have been introduced in support of this aim, also taking account of recent legislative changes.
- 1.2 Flexible working describes a type of working arrangement which gives some degree of flexibility on how long, where and when employees work and this procedure is applicable to all College staff, depending on eligibility, as detailed below.
- 1.3 UHI North, West and Hebrides will deal with all flexible working requests in a reasonable manner and within a reasonable time.
- 1.4 This procedure does not form part of any employee's contract of employment and may be amended at any time.

2. Flexible Working

- 2.1 Any employee can make a written request to have a more flexible work pattern from the first day of employment.
- 2.2 Under this procedure employees can apply for a variety of different working patterns, for example to:
 - change the times when they are required to work.
 - change the number of hours they work each week.
 - change the number of weeks they work each year.
 - change their place of work.
 - apply for a period of unpaid leave.
- 2.3 Any request that is made and is accepted will constitute a permanent change to contractual terms and conditions, unless agreed otherwise e.g. a trial period, and will be confirmed in writing. There is no automatic right for an employee to revert to their previous working pattern. There is no automatic right to work flexibly as there may be occasions when the College is unable to accommodate a written request, but all written requests will be seriously considered.

- 2.4 All flexible working requests will be considered taking full account of equality and diversity issues.
- 2.5 You will need to submit a written request if you would like your flexible working request to be considered under the procedure. (Attached Appendix 1 form you may wish to use from the gov.uk website). Your written request should be submitted to your line manager in good time and ideally at least two months before you would like the changes to take effect. Your written request should:
- State that it is a flexible working request.
 - Explain the reasons for your request.
 - Provide as much information as you can about your current and desired working pattern, including working days, hours and start and finish times, and give the date from which you want the changes to take effect.
- 2.6 Your line manager will need to give your request serious consideration. In some cases, it may be possible to approve a request without a formal meeting. In all other cases, your line manager will meet with you to discuss your written request. You may bring a work colleague or Trade Union representative to the meeting to support you.
- 2.7 Consideration will be given to alternative or temporary arrangements, and these may be proposed to you as part of the discussion.

If the decision is to decline your request for a recognised business reason this will be explained to you in writing following the meeting. Any refusal would be based on one of the following business reasons:

- The burden of additional cost is unacceptable to the College.
- An inability to reorganise work among existing staff.
- People cannot be recruited to do the work.
- The change would have a detrimental impact on quality.
- The change would have a detrimental effect on the College's ability to meet student/customer needs.
- There would be detrimental impact on performance.
- There's a lack of work to do during the proposed working times.
- The proposed change does not fit with planned structural changes.

3. Withdrawing a Written Request

- 3.1 You should inform your line manager in writing as soon as possible if you wish to withdraw your written request. The written request will be considered as withdrawn if you miss two meetings without good reason. If the written request is withdrawn, you can make another request within 12 months.

4. Number of Written requests

- 4.1 You may only make two flexible working written request in any 12 month period.

5. Appeal

- 5.1 If your request is refused then you may appeal against the decision within 15 working days of receipt of the written refusal. You should appeal to the HR Manager setting out the grounds of your appeal e.g. you believe the written request was not handled reasonably or there is new information to be taken into consideration. The HR Manager will arrange to meet with you to consider your appeal and will write to you following the meeting with an outcome.

6. Time Scales

- 6.1 The timing of the whole process from written request to appeal will not take more than 2 months.

For further guidance on flexible working, please [click here](#) to access the gov.uk website.

Appendix 1

1. Personal Details

Name: Click or tap here to enter text.

Staff or payroll number: Click or tap here to enter text.

Manager: Click or tap here to enter text.

National Insurance number: Click or tap here to enter text.

To the employer

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided under section 80F of the Employment Rights Act 1996.

Date of any previous request to work flexibly under this right:

If you are not sure whether you meet any of the criteria, [information can be found on GOV.UK](#).

If you are unable to tick all of the relevant boxes then you do not qualify to make a request to work flexibly under the statutory procedure. This does not mean that your request may not be considered, but you will have to explore this separately with your employer. Many employers offer flexible working to their staff as best practice.

2a. Describe your current working pattern (days/hours/times worked):

Click or tap here to enter text.

2b. Describe the working pattern you would like to work in future (days/hours/times worked):

Click or tap here to enter text.

2c. I would like this working pattern to commence from:

Date: Click or tap to enter a date.

Confirmation of receipt

Dear (Name)

I confirm that I received your request to change your work pattern on:

Date: (Date)

I shall notify you of my decision on this application within 2 months of this date, unless we agree a longer deadline for this decision.

Signed: _____