

## EMPLOYEE GUIDANCE ON FLEXIBLE WORKING REQUESTS

### Considerations before requesting to work flexibly

- Please refer to the Flexible Working principles. In the past, the University took a formal approach to considering flexible working requests and the default place of work has been on campus. The approach has now changed, with colleagues and managers encouraged to informally discuss and agree flexible working requests.
- Remember, if you request a flexible working pattern that will result in you working fewer hours, your pay and annual leave will reduce too (and there may be other financial implications such as reduced pension benefits).
- Think about the date when you would like your new working pattern to begin. The more notice you provide, the more likely that the new working pattern (if agreed) can start when it suits you.
- If your request for a flexible working pattern is to enable you to care for your child after you return to work from maternity, adoption, paternity or shared parental leave, think carefully about when to make your request. You might wish to mention to your manager before you take leave that you are interested in applying to work flexibly on your return. Bear in mind that you may need to attend meetings with your manager so that your request can be properly considered. If you want the changes to start on your return from maternity or other leave, you should start the discussion in good time.
- If your request for a flexible working pattern is to enable you to fulfil caring responsibilities, our working carer's action plan may help you to structure this conversation. This is available on our [Supporting Carers](#) webpage along with details of our Carer's Network and local charity Carers Leeds.

### Preparation for discussing flexible working requests

- You will need to provide a detailed description of the pattern you would like to work.
- You do not need to explain the effect (if any) your changed working pattern will have on your team/the University (and you do not need to come up with potential solutions). However, if you do have ideas and suggestions about this then please share these with your manager as part of your informal discussions. For example, if you wish to reduce your hours, you may have suggestions for how your hours, duties or workload might be covered based on your knowledge of your role. You may also feel that there are potential advantages to your team of your request to change your working pattern – for example, it might mean that you would be available to provide extra cover at peak hours, thereby improving customer service. If

you are submitting a formal application for flexible working, there is an optional section on the application form for you to include additional information such as this if you wish.

- The Equality Act requires employers to take proactive steps, at all stages of employment, to alleviate the disadvantages caused by disability. Please tell your manager if you are making a flexible working request as a reasonable adjustment for a disability (and for formal applications, indicate this on your form). Think about what would help you and explain to your manager how it will help. Your manager is likely explore with you the types of adjustment which might assist you and then work with you and relevant support services such as Occupational Health service/Human Resources to discuss possible adjustments which would be both effective and reasonable to make.
- You should prepare to be flexible and consider alternative suggestions. You may be asked if there are any other working patterns you would be willing to consider or if you would consider another start date or a trial period.
- For informal discussions and agreements about flexible working requests, you do not need to complete an application form. However, a template is provided at the end of this guidance which you can use if wished in informal discussions. Where you agree a new working pattern with your manager which has an impact on your pay or contract (e.g. change to number of hours worked each week), the template should be completed and sent to HR Services team, along with your manager's approval.

#### **Other Considerations – Annual Leave**

If you are just changing your start/finish times (with no change to the number of working hours or days you work on), then no changes will be made to your annual leave entitlement in iTrent. If you move from full time to part time, then your annual leave entitlement will be adjusted and annual leave will be recorded and booked in hours rather than days.

Where there is no change to the number of working hours, you may still need to consider whether changes to your working pattern will impact on how you book annual leave (or adjust working hours on other days when annual leave is taken for part of a week). Should you feel that your working pattern on iTrent needs adjustment to simplify annual leave arrangements, please contact the HR Services Team ([HRservicesteam@leedbeckett.ac.uk](mailto:HRservicesteam@leedbeckett.ac.uk)).

*Reviewed April 2024*

**Optional Template for informal flexible working requests**

Using the grid, please describe your current working pattern (Start- End times/hours worked each day)

|                         | Start Time | End Time | Lunch Break | Hours worked |
|-------------------------|------------|----------|-------------|--------------|
| Monday                  |            |          |             |              |
| Tuesday                 |            |          |             |              |
| Wednesday               |            |          |             |              |
| Thursday                |            |          |             |              |
| Friday                  |            |          |             |              |
| Saturday                |            |          |             |              |
| Sunday                  |            |          |             |              |
| <b>Total Weekly Hrs</b> |            |          |             |              |

Any other information:

Using the grid, please describe the working pattern you would like to work in future (Start- End times /hours worked each day)

|                         | Start Time | End Time | Lunch Break | Hours worked |
|-------------------------|------------|----------|-------------|--------------|
| Monday                  |            |          |             |              |
| Tuesday                 |            |          |             |              |
| Wednesday               |            |          |             |              |
| Thursday                |            |          |             |              |
| Friday                  |            |          |             |              |
| Saturday                |            |          |             |              |
| Sunday                  |            |          |             |              |
| <b>Total Weekly Hrs</b> |            |          |             |              |

Any other information:

When would you like this proposed working pattern to commence from?