



LEEDS
BECKETT
UNIVERSITY

Formal Flexible Working Request Policy and Procedure

leedsbeckett.ac.uk

Policy Statement

Purpose and Core Principles

Leeds Beckett University is committed to creating a positive working environment for all employees. We want to maximise the benefits of more flexible approaches to how we work for both the University and individuals, including the location, pattern and hours of work. Employees and managers are encouraged to informally discuss and agree flexible working requests, and we believe that most flexible working requests can be resolved through informal discussion (see Flexible Working Principles).

The purpose of this policy is to set out employees' statutory rights in relation to requesting flexible working, where agreement can't be reached informally. The accompanying procedure provides clear guidance on the application of the policy and outlines both the administrative processes to be followed by employees wishing to formally request flexible working and our University's statutory duty to consider flexible working requests in accordance with a prescribed procedure.

Scope

This policy and procedure are applicable to all employees who meet the eligibility criteria detailed in Section 2 of the procedure.

Responsibility

Human Resources is responsible for providing advice and guidance to managers and employees on the application of this policy and procedure. There is a formal application and response process for requesting flexible working, including timescales, which must be adhered to in order to meet statutory requirements. The applicant (the employee) and the manager have responsibilities in this regard.

Review

This policy and procedure will be monitored on an annual basis and reviewed a minimum of every three years or sooner, in light of legislative changes and organisational requirements as appropriate.

Procedure

1. Introduction

- 1.1 The Flexible Working Principles document provides common examples of flexible working.
- 1.2 Employees wishing to change their working arrangements should discuss the request informally with their manager in the first instance. In many instances, flexible working patterns may be agreed informally outside of this procedure (see Flexible Working Principles for further information, including the agreed flexible working patterns which need to be notified to HR).
- 1.3 Where agreement hasn't been reached informally, this policy and procedure apply. A flowchart is provided at Appendix 1 to summarise the formal process.

2. Eligibility

- 2.1 At Leeds Beckett there is no service requirement for submitting a flexible working request. However, only two formal requests may be submitted in a 12-month period.

3. Making a formal application for flexible working

- 3.1 Where the informal process has not been able to resolve the request, the formal request will be considered by the manager of the employee's line manager. Employees should submit a formal request in writing, using the standard form (Appendix 2).
- 3.2 Employees should indicate whether the change requested is for a reasonable adjustment under the disability discrimination provisions of the Equality Act 2010. Where this is indicated, managers should review [The Equality Act \(2010\) and Consideration of Reasonable Adjustments guidance](#) (within the [Sickness Absence guidance](#))
- 3.3 **Any request that is made and accepted will be a permanent change to the employee's contractual terms and conditions (unless otherwise agreed). Where there is a reduction in working hours, an employee's salary and annual leave will be pro-rated accordingly.**
- 3.4 The completed form should be sent to the relevant manager, with a copy of the form sent to the Employee Relations team (EmployeeRelationsTeam@leedsbeckett.ac.uk). The date of application will be the day the request is received by the manager.
- 3.5 The manager should acknowledge receipt of the request and inform the Employee Relations team of the progress of the application, seeking advice as appropriate/required.
- 3.6 **As required by law, all requests to work flexibly must be considered and a decision made within 2 months from the date that the request is received by the manager. If more time is needed (e.g. due to manager absence), then the time period can be extended if the employee agrees. Recommended timescales for each part of the process have been included within the flowchart at Appendix 1.**

- 3.7 Employee Guidance on Flexible Working Requests is available to assist employees to make informal requests and prepare for meetings and to complete the formal application form (if required).

4. Considering an Application

- 4.1 If an employee does not provide all the required information in their application form, the manager may ask for the missing information to be included and the application form resubmitted (the date the resubmitted application form is received will be regarded as the date of application).
- 4.2 The manager should discuss the request with relevant managers within the School/Service (but it may not be appropriate to share the whole application form, particularly where sensitive information has been shared) and with Human Resources. The manager should arrange a meeting with the employee to consider the request. Information relating to requests will be held securely and accessed by, and disclosed to, individuals only for the purposes of responding to the request. Managers should be particularly mindful where sensitive personal information has been shared as part of the application form.
- 4.3 Employees can, if they wish, be accompanied at the meeting by a full-time Trade Union officer, a Trade Union representative (who is an employee of our University), or a work colleague. The manager may be accompanied by a representative from Human Resources. The work colleague or Trade Union representative can address the meeting or confer with the employee during it but is not there to answer questions on the employee's behalf. If the work colleague or Trade Union representative is unable to attend the meeting, the employee must seek to re-arrange the meeting for a date within 7 days of the originally proposed date, ensuring that the new time is convenient to all parties, or consider an alternative colleague.
- 4.4 The meeting will provide both parties with the opportunity to discuss the desired work pattern in depth and consider how it might be accommodated. If the original working pattern requested cannot be accommodated, the meeting also provides an opportunity to see if an alternative working arrangement may be appropriate. It may also be in the interests of both parties to agree that the new working pattern will take place for an agreed trial period in order to see how it would suit them both.
- 4.5 Further guidance is available from ACAS on [considering flexible working requests](#).

5. Reaching a decision

- 5.1 Once the manager and the employee have discussed the request, the manager must notify the employee of the decision in writing (in liaison with Human Resources).
- 5.2 If a request is accepted, the notification must include a description of the new working pattern (and whether it is a permanent or temporary change) and the date from which the new working pattern is to take effect.
- 5.3 If a request is rejected, the notification must state all the business ground(s) that apply for refusing the application (see [reasons for rejecting](#) on the gov.uk webpage) and provide reasonable additional information to help explain the decision. The notification

will also explain how the employee may appeal if they wish to do so.

6. Right of appeal against a decision

- 6.1 If the employee wishes to make a formal appeal, this must be done in writing, within 5 working days after receiving the letter explaining the decision. The appeal should clearly state why it is felt that the original application was not handled reasonably and/or the employee should submit any new information that was not available when the original decision was made. The appeal letter should be sent to the Dean/Director of Service who will arrange for an appropriate person to hear the appeal.
- 6.2 An appeal meeting, heard by an appropriate person and advised by Human Resources, as necessary, will be held as soon as is practicable. Employees can, if they wish, be accompanied at the meeting by a full-time Trade Union officer, a Trade Union representative (who is an employee of our University), or a work colleague.
- 6.3 Once an appeal meeting has taken place, the appropriate person will notify the employee in writing of the decision taken, normally within 5 working days of the meeting. If the appeal is refused, the letter must state the grounds for the decision and why those grounds apply.
- 6.4 There is no further right to appeal.

7. Withdrawal of applications

- 7.1 The following circumstances may result in a withdrawal of a request for flexible working:
- The employee can withdraw the request in writing.
 - Should an employee fail to attend two pre-arranged meetings to discuss the request (including an appeal), without sufficient reason, the application will be deemed to be withdrawn.

[Related Policies and Documentation](#)

Flexible Working Principles

Employee Guidance on Flexible Working

Adoption Leave Policy

Maternity Leave Policy

Parental Leave Policy

Paternity/Partner Leave Policy

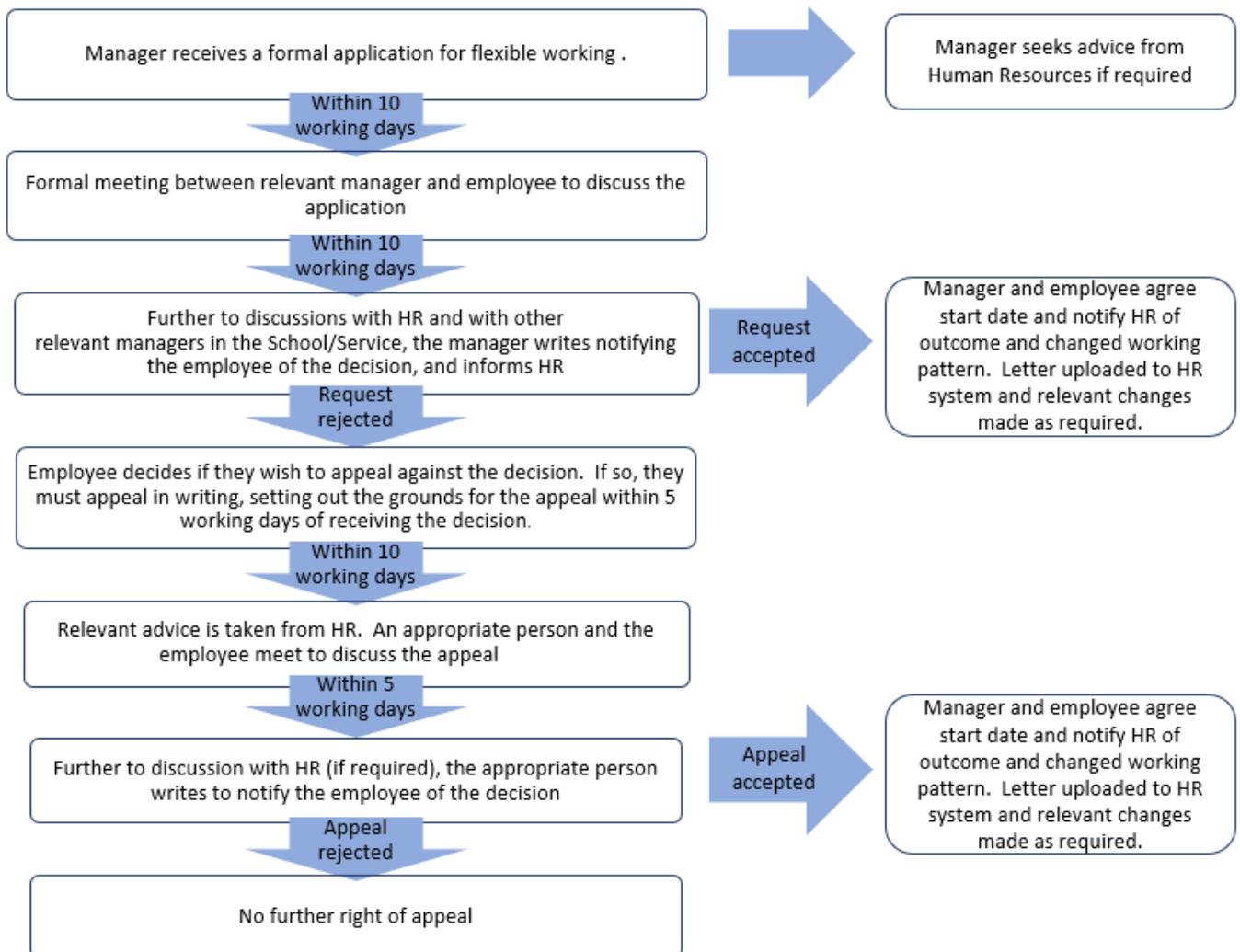
Time Off for Public Duties and Special Leave Policy and Guidance

Updated April 2024

Appendix 1

How does the process work?

The timescales below are recommended to meet the requirement by law that formal requests to work flexibly must be considered and a decision taken within a 2 month time period (this includes any appeals).



Formal Flexible Working Application Form

Note to Employees:

This form should be used to make a formal flexible working application. A word version is available on the [HR and Payroll forms webpage](#).

Before completing this form, you should discuss your request informally with your manager. Please refer to the Employee Guidance on Flexible Working. In many instances flexible working can be agreed informally, and there is no requirement to complete this application form where agreement is reached informally.

It will help the consideration of your request if you provide as much information as you can about your desired working pattern. It is important that you complete all essential questions, as otherwise your application may need to be resubmitted.

As it may take up to 2 months for a formal request to be considered and a decision made, you should ensure that your application is submitted well in advance of the date you wish the request to take effect from.

The completed form should be passed to your manager's line manager and you should send a copy to the [Employee Relations team](#) (you should also keep a copy for yourself). Your manager's line manager will arrange a meeting with you to discuss your request. If the request is granted, this will be a permanent change to your terms and conditions, unless otherwise agreed.

Personal Details	
Name of Employee:	
School/Service:	
Job Title:	
Name of Manager:	
Payroll Number:	

Eligibility Criteria	
I would like to apply to work a flexible working pattern that is different to my current working pattern and I confirm that (please tick):	
During the last 12 months, I have either not made a formal request to work flexibly or have made only one request	<input type="checkbox"/>

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				
Total Weekly Hrs				

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				
Total Weekly Hrs				

Any other information:

When would you like this proposed working pattern to commence from? (The proposed date should give adequate time for the application to be considered)

Optional section:

Any additional information which you would like to provide (e.g. impact of the proposed change to your working pattern on your role/colleagues, and potential solutions)

Equality Act 2010	
Please indicate if you are making this flexible working request in relation to the Equality Act 2010, for example as a reasonable adjustment for a disability	<input type="checkbox"/>
Personal Declaration	
<ul style="list-style-type: none"> • I confirm that I have read and understood our University's Formal Flexible Working Request Policy and Procedure, Flexible Working Principles and supporting employee guidance; • I understand that if this request is accepted, this will involve a permanent change to my terms and conditions of employment and there is no right to revert back to my previous working hours, (unless a temporary arrangement has been agreed). 	
Signature of Employee:	
Date:	

To be signed and completed by the manager following meeting with the employee to discuss the request (and returned to Human Resources)	
Name and Signature of Manager:	
Date application received by Manager:	
Summary of Meeting	Approved <input type="checkbox"/> Alternative Pattern <input type="checkbox"/> Declined <input type="checkbox"/> Further details:
Agreed Changes	Temporary <input type="checkbox"/> Review in _____ Months Permanent <input type="checkbox"/>