

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough
North East – Brierley | Hemsworth | Monk Bretton | Ryhill | Staincross
South – Darfield Wesley | Great Houghton | Hoyland & Birdwell | Pilley | Wombwell

Barnsley Methodist Circuit Flexible Working Policy

By 'flexible working' we understand any working arrangements where the number of hours worked or the time or place that work is undertaken vary from the standard practice.

We at Barnsley Methodist Circuit believe that flexible working can increase staff motivation, promote work-life balance, enrich employee wellbeing and improve performance and productivity.

This policy sets out our approach to flexible working requests under the statutory procedure.

Eligible employees

All employees have the right to request for flexible working arrangements, from their start date of employment. Under the statutory procedure, employee can make two requests within a 12-month period.

All requests normally will be responded to within [14 days] of request being submitted. If employer were to reject a request, they would have to provide reasoning behind their decision.

However, we recognise the importance of providing flexible working for all employees. Therefore, if you are not eligible to make a formal request for flexible working under the statutory procedure, you may submit an informal request and we will consider this on an informal basis.

Types of flexible working

Examples of flexible working include:

- moving to hybrid working (sometimes referred to as "blended working"), which allows you to split your time between attending the workplace and working remotely;
- reducing the number of hours that you are working;
- changing your start and finish times;
- compressing your working hours into fewer days (for example moving to a nine-day fortnight); and
- working flexitime.

Hybrid working

We have a separate hybrid working policy, which sets out our approach to hybrid working. Hybrid working is already available where roles (usually admin related roles) permit.

If we do not currently offer you hybrid working but you would like to request it, you should make a request under this policy.

Making a request for flexible working

All requests must be made in writing by email or letter or by filling in our form for submitting a flexible working request, which is available from Carol Jewkes (Circuit Administrator). Your request should be submitted to your line manager.

Any request made under this policy must include:

- the date of the application;
- the changes that you are seeking to your terms and conditions of employment;
- the date on which you would like the terms and conditions to come into effect;
- what effect you think the requested change would have on our organisation;
- how, in your opinion, any such effect might be dealt with;
- a statement that this is a statutory request;
- whether or not you have made a previous application for flexible working; and
- if you have made a previous request, when you made that application.

Where a request for flexible working does not contain all the required information, you will be asked to resubmit your request with the necessary additional information. Requests that are incomplete or contain errors will not be automatically rejected.

Timescales

Once you submit your flexible working request, it will be dealt with as soon as possible. However, all requests must be dealt with within **two months**, from receipt of the request to notification of any appeal decision.

The timescales within this policy may be extended where this is mutually agreed.

If you fail to attend a meeting to discuss your flexible working request, including an appeal meeting, and then fail to attend a rearranged meeting without good reason, your application will be deemed to have been withdrawn.

Meeting to discuss a flexible working request

Your line manager will usually arrange a meeting to discuss your request. The aim of the meeting is to find out more about your proposed working arrangements and how they could be of benefit to both you and the organisation.

Your line manager should aim to hold the meeting to discuss your request within 28 days of receiving it.

You may, if you wish, ask a work colleague to attend the meeting with you.

Where a request can, without further discussion, be approved in the terms set out in your written application, a meeting will not be necessary.

Considering your request

After the meeting, your line manager will consider your proposed flexible working arrangements carefully, weighing up:

- the potential benefits to both you and the organisation; and
- any adverse impact of implementing the changes.

Each request will be considered on a case-by-case basis - agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working patterns.

Notifying you of the decision

Your line manager should aim to notify you of the decision as soon as possible and no later than 14 days after the meeting. This allows time for an appeal to be made.

Your request may be granted in full or in part. For example:

- we may propose a modified version of your request;
- your request may be granted on a temporary basis; or
- you may be asked to try the flexible working arrangement for a trial period.

Reasons for rejecting a request

Your request for flexible working will be rejected only because of:

- the burden of additional costs;
- an inability to reorganise work among existing staff;
- an inability to recruit additional staff;
- a detrimental impact on quality;
- a detrimental impact on performance;
- a detrimental effect on ability to meet customer demand;
- insufficient work for the periods the employee proposes to work; and
- a planned structural change to the business.

Your request will not be rejected for any other reason.

Flexible working requests that are granted

If your request is upheld, you and your line manager should discuss how and when the changes will take effect.

Any changes to your terms and conditions of employment, whether permanent or temporary, will be put in writing and sent to you as an amendment to your contract of employment.

Data protection

When managing your flexible working request, we process personal data collected in accordance with its data protection policy (available from TMCP website). Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working.