

Windsor Academy Trust

Flexible Working Policy

Flexible Working Policy	
Responsible Committee:	People and Culture Committee
Date approved by the Committee	08 February 2024
Implementation Date:	1 April 2024
Next review date:	September 2024

Appendices

Appendices	
Appendix A	Flexible Working Request Form

1. Introduction

- 1.1 Windsor Academy Trust (WAT) is committed to providing equality of opportunity in employment. and to develop work practices and policies that support work-life balance. WAT is committed to the development of flexible working practices that benefit the organisation and the individual and recognises that, in addition to helping balance work and personal lives, flexible working can raise staff morale and wellbeing , reduce absenteeism, support the attraction and recruitment of the workforce and improve our use and retention of staff.
- 1.2 This policy gives all employees an opportunity to formally request a change to their working pattern and applies to all employees of the Trust.

2.3 An employee is entitled to additional requests if they relate to a statutory entitlement e.g the Equality

writing the grounds for refusal, explaining why the grounds apply in the circumstances and your right to appeal.

6.4 The eight business reasons for which we may reject your request are:

- a) The request would, if agreed, impose a burden of additional costs on the Trust.
- b) The request would, if agreed, have a detrimental effect on the ability to meet parents'/carers or pupil's/students' demands.
- c) The Trust is unable to reorganise work among existing staff.
- d) The Trust is unable to recruit additional staff.
- e) The request would, if agreed, result in a detrimental impact on the level of quality at the Trust
- f) The request would, if agreed, result in a detrimental impact on the level of performance at the Trust.
- g) The work available to be done during the periods you propose to work under your request would be insufficient.
- h) Planned structural changes mean that WAT cannot agree to your request.

7. Appeal

7.1 If your request is rejected, you have the right to appeal.

7.2 Your appeal must be exercised in writing within 14 days of the date on which you received the written rejection of your request. You must set out your grounds on which you are appealing.

7.3 WAT will hold a meeting to discuss your appeal within 14 days of your notice of appeal being received. The appeal will be heard by the Appeal Panel.

7.4 You have the right to be accompanied by a companion to the Appeal meeting

7.5 The outcome of the meeting will be confirmed in writing within 5 working days of the appeal meeting.

7.6 Where WAT upholds your appeal, WAT will also specify the variation agreed to and the date from which it is to take effect.

7.7 Where your appeal is dismissed, WAT will also confirm the grounds for refusal and explain why the grounds apply in the circumstances. All employees are entitled to submit two flexible working requests in a 12 month period.

Appendix A

WINDSOR ACADEMY TRUST Flexible Working Request Form

Name

Role

I am making a request to work a flexible working pattern that is different to my current working pattern under my right provided in law.

This is my first / second (please delete) request to work flexibly under this right during the past 12 months

Date of first request (If second request within 12 months)

.....

Please confirm whether you are making this request as a reasonable adjustment under the Equality Act 2010 in relation to supporting a disability.

.....
.....

Describe your current working pattern (days / hours / times worked)

.....
.....

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

.....
.....

I request that the change would become effective from (date)

Signed Dated

Academy/Central Team

Notes

This form should be used by members of staff wishing to request a change to their working pattern under the WAT Flexible Working policy. The decision will be communicated to you within a two- month period.