



## Flexible Working Policy

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This procedure reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy. Where other policies are referred to, they can be viewed at the Policy Library

## **1. Introduction**

The RSN is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met. The policy aims to support the concept of “quality time in and quality time out” and recognise the benefits of a work-life balance. It is the organisation's policy to encourage open discussion with employees. An employee that thinks they may benefit from flexible working is encouraged to contact their line manager to arrange an informal discussion to talk about the options. The RSN will review requests, subject to the needs of the business.

This Policy must be read in conjunction with the Procedure and Schedule for Flexible Working

## **2. Policy**

Requests for a change in working arrangements can be made by any employee with at least 26 weeks' continuous service with the Company at the time the request is made. Further, only one request per employee may be made in any 12 month period.

When a request is received, the employee will be invited to a meeting to discuss the potential change.

The meeting will normally be conducted by the employee's line manager.

The employee will be entitled to be accompanied by a fellow employee to assist in making any representations that may be appropriate.

RSN Management will require a weekly schedule of work of agreed tasks and objectives to support the productivity of the employee.

Any meetings should take place in a spirit of cooperation with both sides seeking to reach agreement on an appropriate way forward.

Any change in working arrangements which results from this process will be confirmed to you in writing.

This policy will not prevent managers agreeing to ad hoc arrangements from time to time. However, any such arrangement will not amount to a variation in your terms and conditions of employment unless specifically agreed to the contrary and confirmed in writing. The Company may terminate any such ad hoc agreement at any time and require you to revert to your agreed working arrangements.

As there will inevitably be a limit to the amount of flexibility the Company can tolerate without detriment to its interests, employees must accept the fact that a particular working arrangement has been granted to one employee does not oblige the Company to grant it to another.

## **3. What is Flexible Working?**

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

## **4. Right to Refuse**

In refusing any request the Company will explain the reasons for the refusal in writing and may make an offer of an alternative arrangement. Discussions may then take place to try to agree a way forward. If no agreement is reached then the employee's terms and conditions will remain unchanged, subject to the right of the employee to appeal the decision.

## **5. Types of Flexible Working**

RSN will consider options that do not impact the normal operation of the business. The following flexible working options are the typical arrangements that employees will request but the organisation recognises that there may be alternatives or a combination of options which are suitable to both the organisation and the employee:

- 5.1 Annualised hours: where an employee's contractual working hours are calculated as the total number of hours to be worked over the year, allowing flexible working patterns to be worked throughout the year.
- 5.2 Compressed hours is where an employee works their usual full time hours in fewer days by working longer blocks meaning that there is no reduction in their pay. For example, a 5-day week is compressed into four days, or a 10-day fortnight into 9 days.
- 5.3 Flexitime allows an employee to choose, within certain limits, when to begin and end work. An employee is required to work during a core time and must work an agreed number of hours during the accounting period of [four weeks/a month].
- 5.4 Home-working is when an employee regularly carries out all, or part of, their duties from home rather than the employer's premises. The organisation can consider home-working being an occasional agreed day, a mix of home and office based work each week or a full time arrangement.
- 5.5 Job-sharing is an arrangement where a full-time post is divided into two part-time roles. The two job holders then share the overall duties and responsibilities. Their skills and the hours each employee wishes to work must be compatible, and meet the needs of the organisation.
- 5.6 Overtime is when hours are worked in addition to the usual full time hours. Overtime can be agreed where the organisation would benefit from an employee working more hours. This is voluntary and an employee can refuse overtime if they wish.
- 5.7 Part-time working covers any arrangement where an employee is contracted to work anything less than typical full time hours for the type of work in question. For example, an employee who only works Monday to Wednesday. The organisation believes that all posts will be available on a part-time basis, except where a critical examination by line management proves this to be impracticable. The suitability of posts for part-time working will be stated in any internal or external advertisements.
- 5.8 Term-time working is where an employee reduces their hours or takes time off during any school holidays. Any weeks above their annual leave entitlement will be unpaid.