

# Flexible Working Policy

# AMiE

ANGELICAN MISSION IN ENGLAND



cornerstone  
CHURCH - GRAYS

# Contents

- Introduction ..... 3
- How many applications can I make? ..... 3
- How do I make an application? ..... 3
- What happens when the request has been received? ..... 4
- Appealing a refused request..... 5
- Right to be accompanied ..... 5
- Withdrawal of application by employee..... 5
- Protection from detriment..... 5
- Application for flexible working ..... 6

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If anything in this policy contradicts an employment contract between Cornerstone Church Grays and an employed individual, the employment contract takes precedence.

## Introduction

We recognise that our colleagues may, from time to time, require flexibility in how they work with us. This policy has been designed to give a clear and easy to understand process for you to follow if you wish to make a request for flexible working.

Under changes which came to effect in April 2024, you are able to make statutory requests for flexible working from day one of your employment. However, in practice, we'd welcome conversations from recruitment and throughout your employment with us.

In this policy, we define the application process for flexible working, the grounds under which it may be reasonably refused and the appeal process if you are unhappy with the original decision.

## How many applications can I make?

You are able to make 2 statutory requests for flexible working arrangements in a 12 month period. You can only have one request live at any one time.

Any employee in the organisation will be considered for flexible working regardless of their age, sex, sexual orientation, race, religion or belief, disability, marital status, pregnancy or maternity, or gender reassignment status.

## How do I make an application?

Please fill in the form in Appendix 1 and submit it to your line manager being careful to complete each section. This should include the following:

- The type of flexible working you are requesting and the details of the proposed arrangements.
- The date that you would like it to take effect from.
- Whether the request is being made as a reasonable adjustment under the Equality Act 2010.

Examples of flexible working arrangements that you can request are as follows:

- job sharing

- part time working
- annualised hours
- compressed hours
- flexitime
- term time working
- swapping hours
- working from home
- flexible shift working.

Any agreement to a request for flexible working will take effect as a permanent variation to the employee's terms and conditions, unless it is mutually agreed that this will be a temporary variation.

## What happens when the request has been received?

When your manager has received the request, they will arrange for a meeting to consult with you on the change. There should be no unreasonable delay in holding the meeting and the total process (including appeal) should take no longer than 2 months unless both employer and employee agree to extend the period.

After the meeting, the manager will make one of two decisions. This may be confirmed at the meeting or afterwards. However, it will be followed up in writing.

### 1) Accepting the request

If the request is accepted, it may include a trial period where both parties can assess whether the request is working in practice. No decision will be made to terminate the trial without consultation with the employee.

### 2) Rejecting the request

A request may be refused on one or more of the following statutory grounds:

- a burden of additional cost on the Organisation
- a detrimental effect on the Organisation's ability to meet customer demand
- an inability to re-organise work among existing staff
- an inability to recruit additional staff
- a detrimental effect on quality
- a detrimental effect on performance
- insufficient levels of work during the periods of proposed work
- a planned structural change.

## Appealing a refused request

If a request was refused and the employee wishes to appeal that decision, they should write to a more senior manager (where possible) within a week. The appeal letter should detail why the original decision was unfair and include any new information that may have come to light since the first application was made.

The new manager will review the original application and will arrange a meeting with the employee to discuss their appeal. At the end of the meeting (or afterwards) the appeal manager will inform the employee of their decision in writing.

## Right to be accompanied

There is no statutory right to be accompanied to a flexible working meeting. If you require the support of a colleague in the form of a reasonable adjustment, you should inform your manager no later than 48 hours before the meeting.

## Withdrawal of application by employee

If the employee wishes to withdraw their application they should do so in writing to their manager (email will suffice).

If the employee fails to attend a meeting at any stage of the process on more than one occasion without prior notice or a reasonable explanation, the application will be treated as withdrawn.

## Protection from detriment

By making a request for flexible working, we will ensure that you do not suffer any detriment due to making an application.

## Application for flexible working

Name	
Role	
What change are you requesting?  (please state current hours/pattern and also what you propose).	
When would you like the change to be from?	
Have you made any other flexible working requests in the last 12 months?	
Signed	
Dated	
Outcome of the request manager to complete	Accepted/rejected
If the request is accepted, is there a trial period for the agreement?	
If the request is rejected, please state the valid business reason for the rejection.	