



**CARLTON**  
ACADEMY TRUST

## **Carlton Academy Trust Flexible Working Policy**

**Approved on behalf of Trustees:**

**Roger Butterfield**

**Review Date:**

**August 2023**

**Next Review Date:**

**August 2026**



## **Glossary**

**CEO:** Chief Executive Officer.

**COT:** Chair of Trustees.

**HOS:** Head of School.

## **Definition**

Flexible working is a broad definition which includes:

- Job sharing.
- Home working.
- Part-time working.
- Compressed hours
- Flexitime
- Annualised hours
- Staggered hours
- Phased retirement

## **Right to Request Flexible Working**

All employees have the right to request flexible working if they have worked for the trust for 26 continuous weeks. Statute dictates that employees can only make one flexible working request per year, but this requirement may be waived in exceptional circumstances by the school/trust.

## **How to Make a Flexible Working Request**

Applications must be made in writing to:

**HOS:** for all school staff.

**CEO** for central trust staff.

**COT:** for the CEO.

Applications must include:

- The date
- Confirmation that this is a statutory request.
- Details of how the employee wants to work flexibly and when they want the new arrangements to start.
- Explanation of how they think flexible working might affect the business and how this could be effectively managed.
- Details of when they have made a previous application.

All applications will be formally acknowledged.

## **Making Decisions**

Wherever possible, decisions will be made within ten working days of receipt of a formal request, and always within the statutory 3-month limit.

All requests will be considered in a reasonable manner and considered in relation to:

- The benefits to the employee.
- The impact on operational performance to the school/trust. This is the prime consideration in any decision.



A meeting will be arranged at a convenient time and place to discuss a request. Staff members may be accompanied at the meeting by a colleague of their choice who will be entitled to speak and confer privately but may not answer questions. In some circumstances, a trade union representative may be allowed to accompany staff members, decided at the discretion of the school/trust.

Decisions will be confirmed in writing as soon as possible following the meeting. When a request is approved, the school/trust will confirm the agreed changes and start date in a formal letter, also changing the employees' contract to reflect these where relevant. Employees must sign and return a copy of this letter.

Where we cannot immediately accept your request, we may require you to undertake a trial period before reaching a final decision.

Where a request is refused, reasons will be provided which commonly include:

- Extra costs to the school/trust.
- Inability to effectively re-organise responsibilities.
- Inability to recruit additional staff.
- Detrimental effect to quality and school/trust performance.
- Detrimental effect on ability to meet operational demands.
- Insufficient work for the proposed working times.
- Does not align with planned staffing changes.

It is highly recommended that any request is discussed with a Trust HR Manager or HR Director so that a fully informed decision can be made.

### **Appeals**

Appeals must be dated and set out the grounds for appeal.

They must be made to:

**CEO:** When the original decision has been made by the HOS.

**COT:** When the original decision has been made by the CEO.

**Panel of (Three) Trustees** - excluding COT: when the original decision has been made by the COT.

A formal meeting will be held to discuss appeals, which may also be attended by a work colleague, or trade union representative with the agreement of the trust.

The school/trust will inform staff of their decision in writing as soon as possible following the meeting, including reasons. There is no further right of appeal following this stage.

