

Rolvenden Parish Council

Flexible Working Policy

1. Any individual who has a child/children aged under six or a disabled child/children aged under 18 who wish to apply to work flexibly must fall under one of the following categories to be eligible to apply;
 - a parent;
 - an adopter;
 - a foster parent;
 - a private foster carer;
 - a guardian or special guardian;
 - or those who have been granted a residence order in respect of a child/children.
2. Provided they are eligible, individuals may request:
 - a change to the hours you work;
 - a change to the times you are required to work; and
 - to work from home (for all or part of the week).
3. The right to flexible working is designed to meet the needs as a parent and also the needs of Rolvenden Parish Council. This Policy aims to facilitate discussion and encourage flexible working patterns to find a solution that suits both parties.
4. There may be circumstances when Rolvenden Parish Council is unable to accommodate your desired work pattern.
5. All applications for desired work patterns should be thought through carefully and Rolvenden Parish Council undertakes to follow the procedure set out below to ensure that requests are considered seriously.

Eligibility

6. In order to make a request or flexible working hours you must;
 - be an employee of Rolvenden Parish Council;

- have a child under the age of 6, or under the age of 18 in the case of a disabled child;
- have worked with Rolvenden Parish Council continuously for 26 weeks or more at the date that you submit your application;
- make the application no later than 2 weeks before the child's 6th birthday or 18th birthday in the case of a disabled child;
- have or expect to have responsibility for the child's upbringing;
- be making the application to enable you to care for the child.
- not have made another application to work flexibly under the right during the past 12 months.

The Procedure

7. The initial onus will be on the individual to make a considered application in writing to The Clerk. Only one application can be made per year and an accepted application will mean a permanent change to the individual's terms and conditions of employment. It will be important therefore that, before making an application, careful consideration to which working pattern will help take best long term care of the child. In addition to this, consideration must be given to what financial implications the change may have on individual's circumstances where the desired working pattern will involve a decrease in your salary as a result of a decrease in working hours. Any effects on Rolvenden Parish Council and how these may be accommodated should also be considered when making an application.
8. Within 28 days, The Clerk will arrange a meeting to provide the individual and Rolvenden Parish Council the opportunity to explore the desired work pattern in depth and to discuss how best it might be accommodated. It will also provide an opportunity to consider other alternative working patterns in the event that there are problems in accommodating the desired work pattern outlined in the application. The individual is entitled to bring a companion to the meeting.
9. Within 14 days after the date of the meeting, The Clerk will write to the individual unless both parties have agreed an extension of time in which The Clerk can look into certain aspects of the proposed working pattern. The Clerk will either;
 - agree to a new working pattern and suggest a start date; or
 - provide clear business grounds as to why your application cannot be accepted and the reason why the grounds applies in those circumstances.

In certain circumstances a rejection may be accompanied by the suggestion of an alternative working pattern.

10. Individuals have a right appeal against Rolvenden Parish Council's decision within 14 days of being notified of the grounds for the refusal of the application. The overall aim of this process is to encourage both parties to reach a satisfactory outcome.