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Statement of Intent

flexible working can provide benefits to both the employee and the Trust and aims to support staff where possible/practical to manage the balance between work and home life.

However, the Trust recognises that staffing levels must at all times meet the demands and needs of its students. It will endeavour, therefore, to strike a balance between the needs of individuals and the needs of the Trust.

The Trust will deal with flexible working requests in a reasonable manner and within a reasonable time frame.

This policy sets out the Trust's approach to flexible working requests, what happens once a request is made and the appeals process.

Employees will find the ACAS code of practice and advice on handling requests for flexible-working useful to read. <https://www.acas.org.uk/making-a-flexible-working-request>

Community Inclusive Trust - **Flexible Working Policy**

- 3.3 All employees will be considered for flexible working regardless of their age, sex, sexual orientation, race, religion

Community Inclusive Trust - **Flexible Working Policy**

- A statement that this is a statutory request.
- Whether they have previously made a request for flexible working and, if so, when
- A statement outlining if the request being made should be treated as that for a reasonable adjustment resulting from a disability or impairment

5.5 The Trust will not reject out-of-hand a request that does not contain the required amended information they need to provide and ask them to resubmit the request.

5.6 Where employees wish to make one-off or temporary amendments to their working arrangements, they will submit a non-

7.6 If the employee's request is permanent.

8. Reasons for turning down a flexible working request

8.1 The Trust will not reject any flexible working requests without consulting the employee first. The Trust and employee will also explore whether alternative options may be available before rejecting a request.

8.2 The employee will be given reasons for the rejection of any request. Those reasons must be for one or more prescribed business reasons, which are as follows:

- An inability to reorganise work among existing staff
- An inability to recruit additional staff
- A detrimental impact on quality
- A detrimental impact on performance
- A detrimental effect on ability to meet the need of stakeholders
- Insufficient work for the periods the employee proposes to work

Community Inclusive Trust -

This form is to be used by employees to make an application for Flexible Working. To make a Home Working Request please see the CIT Home Working Policy and accompanying application form.

Before completing this form, you should read the accompanying CIT Flexible Working Policy to check that you are eligible to make an application and have a full understanding of the process.

Following the submission of your application form you will be invited to a formal meeting to discuss the details and an outcome will be provided within 2 months. In some circumstances it may be possible to accept a request without the requirement for a meeting. In both cases the outcome will be provided in writing.

School based staff must submit their completed application to their head teacher, central staff must submit their completed applications to the relevant member of ELT and members of ELT must submit requests to the CEO.

All sections below must be completed for your application to be valid. It is important to provide as much information as possible to support your application.

If your request is granted it may be on a temporary basis or trial basis.

