

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



FLEXIBLE WORKING POLICY

1. Employee Rights

Employees have the statutory right to request flexible working if they have at least 26 weeks' continuous service. In order to make a "statutory application" under this statutory right the person must:-

- be an employee; and
- not have made another application to work flexibly under the right during the previous 12 months.

Employers must handle requests in a "reasonable manner".

2. Application Procedure

Applications should be made in writing to the Clerk and outline:-

- the date
- a statement that this is a statutory request
- details of how the employee wants to work flexibly and when they want to start
- an explanation of how they think flexible working might affect the organisation and how this could be dealt with e.g. if they are not at work on certain days
- a statement saying if and when they have made a previous application.

Colney Heath Parish Council will consider the request by assessing the advantages and disadvantages of the application which will be discussed with the employee and a decision made within 3 months.

The Parish Council can reject an application for any of the following reasons:-

- extra costs that will damage the organisation
- the work cannot be reorganised amongst other staff
- people cannot be recruited to do the work
- flexible working will affect quality and performance
- the business will not be able to meet customer demand
- there is a lack of work to do during the proposed working times
- the Council is planning changes to the workforce.

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Employees have the right to appeal against the decision within 14 days of it being notified of the decision. For any further details or questions on the application when an employee wishes to apply for flexible working, they should contact the Clerk.

3. Review

This Policy will be reviewed periodically by the Council, as appropriate, to assess its effectiveness or as required by legislation and any appropriate changes will be made in consultation with employees.

This policy was adopted 27th February 2023 for a period of 4 years or until legislation changes.