## NASUWT <br> The Teachers' Union

 Tel: 03330145550 Email: advice@mail.nasuwt.org.uk Website: www.nasuwt.org.uk

## A request for flexible working should:

- be in writing;
- make clear that this is a statutory request;
- state the date of the application;
- make clear the change being requested to working arrangements;
- state how this change might impact upon the school/college and how any such effect might be dealt with;
- include a statement saying if, and when, any previous application was made.

Check the employer's flexible working policy before making a request.

Flexible working - the benefits


Flexible working - the facts
work in places that provide flexible working ${ }^{1}$


## report better

 work/life balance ${ }^{3}$UK employees
66\%
report greater work satisfaction ${ }^{2}$

the number of productive hours employers say are gained per week per employee ${ }^{4}$

[^0]If the employer accepts the request, or accepts it with modifications, they should write to the employee confirming the decision and start date no later than 28 calendar days after the request was approved.

The employer should also write to the employee notifying them of the variation to their contract (e.g. working hours and pay).

If the employer rejects the request, they must have a sound business reason for doing so, which should be conveyed in writing.

If the employer rejects the request, there should be a right of appeal.

## An employer can only reject a request for one of the following business reasons:

- the burden of additional costs;
- an inability to organise work amongst existing staff;
- a planned structural change to the business;
- a detrimental effect on the ability to meet customer demand;
- a detrimental impact on performance;
- a detrimental impact on quality;
- insufficient work for the periods the employee proposes to work;
- an inability to recruit additional staff.



[^0]:    1 The Flex Factor: Realising the Value of Flexible Working, RSA \& Vodafone Report, July 2013; 2 Ibid; 3 Flexible Working Provision and Uptake, CIPD Survey Report, May 2012; 4 The Flex Factor: Realising the Value of Flexible Working, RSA \& Vodafone Report, July 2013.

