



# Rainbow Teddies Pre-school Policy Document

## Flexible Working Policy

### Safeguarding and Welfare Requirements:

5) Staff: Child Ratios

10) Information and Records

### EYFS Key Themes and Commitments:

*A Unique Child*

*Positive Relationships*

*Enabling Environments*

*Learning and  
Development*

This policy was adopted at a meeting on: .....

Review Date:

Signed: ..... on behalf of the Management Committee

Print Name: ..... Position: .....

Signed: ..... Pre-school Manager



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## Flexible Working Policy.

### Legal Background

This policy is intended to assist RT in complying with its obligations under the Employment Rights Act 1996, along with recent \*amendments to the flexible working regulations made under the Act.

(\*June 2014).

### Eligibility

To be eligible to request flexible working arrangements under the Employment Rights Act 1996, an employee must meet the following criteria:

- Have worked for RT continuously for 26 weeks at the date of application
- Not have made another application to work flexibly under the right during the last 12 months

Such a request may involve:

- Changes to hours worked
- Changes to days worked

### Employers responsibility

RT has a responsibility to consider all applications under the Act carefully, the application can be rejected on the following grounds:

- the burden of additional costs to the setting;
- detrimental effect on ability to meet customer demand;
- inability to reorganise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during the periods the employee proposes to work; and
- planned structural changes.

If applying under the Act:

The employee should fill in the flexible working form (*please copy sheet at end of policy for use*).

The manager should have a meeting with the employee within 28 days of the application being received.

The manager must write to the employee informing them of the decision within 14 days of the meeting, if the application is rejected the reason/s why must be stated in the letter.



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The employee has 14 days to appeal the decision, setting out grounds for appeal in writing. The Committee Chair will hear the appeal and a final decision will be made.

## FAQ

- **Who can make a request for flexible working?**

As of June 2014, any employee who has worked continuously for 26 weeks, for Rainbow Teddies Pre-school.

- **Can I apply not under the Act if I don't qualify?**

Yes, using the same form. RT will still consider the application and if the request can't be managed by the setting it will be turned down.

- **Who should the request be addressed to?**

The setting manager.

- **How often can an application be made?**

One application in any 12 month period can be made. Each year runs from the date on which the last application was made.



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## Flexible Working/Change of Hours Application Form

To be used to apply for a change of hours under the *Flexible Working Policy* or any other change from contracted hours: e.g. contracted to work Mondays and Tuesdays but wish to drop Mondays.

Name:

Address:

Tel No:

Job Role:

Date of this application:

Date when you would like the change of hours/days to come into effect:

What effect (if any) do you think the requested change(s) would have on Rainbow Teddies Pre-school?

How (in your opinion) do you think any such effects might be dealt with?

Hours currently contracted to work:

DAY	MON	TUES	WED	THURS	FRI
HOURS					

**Total Hours:**

Hours you would like to work:

DAY	MON	TUES	WED	THURS	FRI
HOURS					

**Total Hours:**

Are you applying under Flexible Working Policy as set out in the policy- YES/NO

Are you making a request in relation to the Equality Act 2010- YES/NO

**Please provide as much information as possible (overleaf) fully explaining your reasons for this request.**