

Flexible Working Policy

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I. Introduction

Flexible working is a phrase that describes a working pattern which has been adapted to suit particular needs. At Strathclyde we recognise the benefits that flexible working can bring to our staff, and to their work-life balance, as well as to the University.

In this policy you'll find information about what a formal flexible working request is, how to apply for flexible working and much more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

2. What is Flexible Working?

There are a number of different formal flexible working arrangements that can be requested under this policy. This includes (but is not limited to):

- Part time Working – when you reduce your hours below full-time
- Term-time Working – when you only work during University semesters
- Compressed Hours – where you compress your normal working week into fewer days
- Annualised Hours – when you agree a number of hours to be worked over the year, but these can be spread unevenly (a mixture of full-time and part-time)
- Variable Work Pattern – when you start or finish work earlier or later than your normal pattern.

You can also make requests to work from home under this policy. We request that staff are on campus at least 3 days per working week (pro-rated for part-time staff) but recognise that certain circumstances may require you to request home working more often. However, home working should not be requested in order to provide regular childcare throughout your working day.

A request to work from home at a location that is outside the UK may have tax or UKVI implications. If you wish to request working from a location outside the UK, you should speak to your manager and Human Resources before submitting a request. It may also be helpful to refer to our [Staff Working Overseas](#) (staff login required) pages.

Requests made under this policy are formal and, if agreed, your terms and conditions will be changed to reflect this. If you require a more informal arrangement or a change for a short-term period, then you should speak to your manager to agree what is possible. You may find the information on [Agile Working](#) (staff login required) helpful. Alternatively leave under another policy such as [Carers Leave](#) or [Ordinary Parental Leave](#) may be appropriate.

3. Who is Covered by This Policy?

This policy applies to all employees of the University.

4. Making a Flexible Working Request

If you wish to make a flexible working request you should complete a [Flexible Working Request Form](#) (staff login required). It may also be helpful to discuss your request with your manager in advance of submitting your form.

Requests for flexible retirement follow the same principles as this policy and will be considered in the same way as all other flexible working applications. If you're requesting flexible retirement it's important that you also read our [Retirement Guidelines](#) (staff login required). To apply for flexible retirement, you should complete a [Flexible Retirement Request Form](#) (staff login required).

You can make up to two requests for flexible working in a 12-month period.

If you change your mind and wish to withdraw your application, you should advise your manager in writing.

5. Dealing with a Flexible Working Request

Formal flexible working requests must be dealt with within 2 months of being received. Any delay to this process will be communicated to you.

Requests to work flexibly will be treated fairly and considered carefully. Requests will only be refused for the following reasons:

- It will cost the University more money. Requests for flexible retirement may result in a cost to the University and this will require to be considered.
- There will be a negative effect on the ability to meet customer needs.
- It will not be possible to re-organise the work amongst your team members.
- It will not be possible to recruit additional staff.
- There will be a negative impact on performance.
- There will be a negative impact on quality.
- There will not be enough work to do at the times you are requesting to work.
- There is an organisational change planned that will impact you or your team.

Once you have submitted your request, it will be sent to your manager for approval. They should meet with you if you have not discussed your request with them previously. Your manager should also speak to the Head of Department (or appropriate senior manager) about your application to ensure it can be accommodated in your area. If, following this, your manager agrees to your request, then you will be notified by Human Resources who will confirm the changes to your terms and conditions and the date these take effect from.

If your manager has any concerns around your request then they'll invite you to attend a meeting with a colleague from [Human Resources](#) to discuss these. You have the right to be accompanied at this meeting with a colleague or a Trade Union representative. Following the meeting you'll be informed in writing of the decision. If your request cannot be agreed, you'll be informed of the reason why.

We recognise that there may be reasons that you fail to attend a meeting to discuss your request. However, if this happens on more than one occasion, we'll treat your application as withdrawn and will notify you of this in writing.

If your request for flexible working request is declined, you have the right to appeal the decision within 14 days of receiving the decision. You should put your appeal in writing (or via email) to the next level of management within your department and copy this to the Chief People Officer. Your appeal should include any new information that was not available at the time the decision was made or if you think that your request was not handled reasonably.

You will be invited to an appeal meeting with a more senior manager/member of staff from your department and a representative from Human Resources and you'll receive a final decision following the meeting.

You have the right to be accompanied at the appeal meeting by a colleague or Trade Union representative.

6. What do I need to do?

If you're a **member of staff**, you should:

- Complete the Flexible Working Request Form and attend any meetings to discuss your request. If your request is for flexible retirement, you should review the Retirement Guidelines and complete the Flexible Retirement Request Form.
- Be aware that other colleagues within your team may have flexible working arrangements in place but that when you make your request the situation does not make it possible to agree your request. It is also important to note that if your request is agreed, it may not be possible to move back to your original work pattern should your circumstances change.
- Speak to your manager if your request is being made due to health issues or is related to a disability.

If you're a **manager**, you should:

- Consider applications fairly and consistently and reflect on the impact that the request, or the refusal of the request, may have on the member of staff and the wider team.
- Offer the opportunity of a trial period of the requested work pattern if you're unsure on whether it is sustainable longer term. At the end of the trial period, you should meet to discuss the arrangement and notify Human Resources to confirm the outcome.

7. Impact on Pay

Depending on the flexible working request you make, there may be an impact to your pay and benefits including your pension, for example, reducing to part-time hours. If you have any questions in relation to the effect on your pay, please contact a member of the [Payroll Team](#). If your query is in relation to your pension, you should contact the [Pensions Team](#).

8. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact Human Resources.

9. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required) on our People Hub.