

Flexible Working Policy

This policy is for the purpose of the Flexible Working Policy

	Staff Behaviour Policy(Code of Conduct)
Grievance Procedure	Staff Expectations
Leave of Absence Policy for Teachers	Whistleblowing Policy

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1. Aims

The Learning without Limit Academy Trust is committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. We recognise that, in addition to helping balance work and personal lives, flexible working can raise staff morale, reduce absenteeism, and improve our use and retention of staff.

This policy aims to eligible employees an opportunity to formally request a change to their working pattern in accordance with the statutory procedure for such requests. It also allows any employee to make such a request informally without following the statutory procedure.

Through this policy we will accommodate flexible working where possible, but the priority

5. Forms of Flexible Working

Flexible working can incorporate a number of possible changes to working arrangements:

- 5.1.1. reduction or variation of working hours
- 5.1.2. reduction or variation of the days worked and/or
- 5.1.3. working from a different location (for example, from home)

about dealing with any potentially negative effects, please include these in your written application

- 7.2.5. provide information to confirm that you meet the eligibility criteria set out in paragraph 5 of this policy
- 7.2.6. state whether you have made a previous formal request for flexible working and, if so, when, and
- 7.2.7. be submitted in good time and ideally at least 30 days in advance of the start of the flexible working arrangement

working arrangements, an explanation of changes to your contract of employment and the date on which they will commence. You will be asked to sign and return a copy of the letter. This will be placed on your personnel file to confirm the variation to your terms of employment. There may also be some additional practical matters, such as arrangements for handing over work, that your line manager will discuss with you.

Unless otherwise agreed changes to your terms of employment will be permanent. You will not be able to make another formal request until 12 months after the date of your most recent request.

If the Trust CEO or Academy Principal, as appropriate, needs more time to make a decision, they will discuss this with you. For example, they may need time to investigate how your request can be accommodated or to consult several members of staff.

There will be circumstances where, due to business and operational req.3 (r A0.002 Til.6 (y)(c)-e)-TA.2 (r)3.2

