



Flexible Working Policy

Approval: September 2017

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1. INTRODUCTION

Wales Weightlifting Federation LTD recognises that there may be stages in your career when a change in personal circumstances may result in a need to consider a change to working patterns. Wales Weightlifting Federation Ltd also recognises the possible organisational benefits which can arise from flexible working arrangements, including retention of skilled staff, boosting staff morale and commitment, reducing absenteeism and better recruitment.

2. PURPOSE

The aim of this policy is to support both individuals and Wales Weightlifting Federation Ltd in providing mutually beneficial flexible working arrangements. It provides:

- Clear guidance on an employee's statutory right to request flexible working, the organisation's responsibilities, the nature of flexi-time and home working arrangements.
- Our commitment to supporting individuals with flexible working opportunities.
- The procedure for which to make an application for flexible working, flexi-time or homeworking.

3. SCOPE

This policy and associated procedures apply to all employees of Wales Weightlifting Federation Ltd. The policy recognises that flexible working encompasses a wide variety of working patterns, and examples include part-time working, flexi-time, job sharing, term-time working, home-working, staggered hours and shift working.

4. FLEXIBLE WORKING REQUESTS

The statutory right to request flexible working was introduced in the Employment Act 2002. Wales Weightlifting Federation Ltd is committed to:

- Considering employee requests properly in accordance with the statutory flexible working request procedure
- Providing employees with appropriate support and information during the course of making an application
- Rejecting any request only where there is a business ground for doing so, taking into account all relevant factors.

4.1. ELIGIBILITY

To be eligible you must:

- Be an employee of WALES WEIGHTLIFTING FEDERATION LTD. WALES WEIGHTLIFTING FEDERATION LTD.
- Have continuous service of at least 26 weeks at the date your request is made.
- Have not made an application for flexible working in the last 12 months
- Be either a parent or a carer (as defined below)

Parents

- Have a child under sixteen years of age, or under 18 years of age if the child is disabled.
- Be responsible for the upbringing of a child.
- Make a request no later than two weeks before the child's 16th (or in the case of a disabled child, 18th) birthday.
- Be making the application for the purpose of caring for the child.
- Be the spouse, civil partner, or partner of the opposite or same sex of either the child's mother, father, adopter, guardian or foster parent

Carers

- Be making the application for the purpose of caring for a spouse, civil partner or partner.
- Be making the application for the purpose of caring for a relative
- Fall into neither category, but lives at the same address

Wales Weightlifting Federation LTD will consider requests from employees who do not meet the strict eligibility criteria, but who nevertheless have legitimate reasons for seeking a move to a flexible working pattern, such as caring responsibilities for older or other relatives, because of a long-term medical condition, or for religious reasons. In such cases Wales Weightlifting Federation Ltd reserves the right to deviate from the statutory procedure as set out in this policy.

4.2. WHAT CHANGE AM I ABLE TO REQUEST?

You can request:

- a change to your working hours including, but not restricted to:

- Part-time hours
 - Job share
 - Condensed hours
 - Term-time working
 - Flexi-time
- a change to the times you are required to work; or
 - To work from home (whether for all or part of the week).

4.3. HOW TO APPLY

Step 1:

Your request must be in writing to your line manager, specifying that it is an application under the statutory right to request flexible working. A **Flexible Working Application Form** can be found under **Appendix 1**.

It will help Wales Weightlifting Federation Ltd to consider your request if you provide as much information as you can about your desired working pattern. It is important that you complete all the questions as otherwise your application may not be valid.

Step 2:

Upon receipt of your application (which meets all the above criteria), WALES WEIGHTLIFTING FEDERATION LTD. WALES WEIGHTLIFTING FEDERATION LTD. is under a duty to consider the application and meet with you within 28 days to consider your request. This meeting is intended as an opportunity to discuss your request, any issues it may raise for WALES WEIGHTLIFTING FEDERATION LTD. WALES WEIGHTLIFTING FEDERATION LTD. and any compromises that may be acceptable.

You have a right to be accompanied at the meeting by a colleague or trade union representative.

Step 3:

Your request and the Manager's recommendation will then be sent to the Business Support Officer who will assess it to ensure equality and compliance.

Step 4:

Within 14 days of the meeting, Wales Weightlifting Federation Ltd will write to you, either:

- Accepting your request and confirming the start date for the new working pattern you have requested
- Refusing the request
- Asking you to work under the proposed arrangement for a trial period.

In the event that your request has been refused, WALES WEIGHTLIFTING FEDERATION LTD. WALES WEIGHTLIFTING FEDERATION LTD. will set out clear business grounds as to why the request cannot be accommodated and why such reasons apply to you.

VALID BUSINESS GROUNDS FOR REFUSAL

Wales Weightlifting Federation LTD will endeavour to accommodate your request but will need to balance the requested change against its business needs. The following grounds may be considered by WALES WEIGHTLIFTING FEDERATION LTD. WALES WEIGHTLIFTING FEDERATION LTD. in refusing a request:

- the burden of additional costs;
- detrimental effects on ability to meet customer demand;
- inability to re-organise work among existing staff;
- detrimental impact on quality;
- detrimental impact on performance;
- insufficiency of work during the periods you are proposing to work; and
- planned structural changes

Step 5:

If Wales Weightlifting Federation Ltd agrees to your request, you will be provided, within 14 days of the meeting, with written details of your new working pattern and the date upon which it will take effect. The written details will be dated. This is a permanent change to your contract of employment unless otherwise agreed.

Step 6:

If Wales Weightlifting Federation Ltd is unable to accommodate your request for a change in working arrangements, you have a right to appeal against its decision within 14 days of receiving notification of the decision. Your appeal should be set out in writing and addressed to the person stated in the letter which notifies you of the decision. An appeal meeting will then be arranged to take place within 14 days of receipt of your notice of appeal. You also have a right to be accompanied at the appeal meeting by a colleague or trade union representative.

Wales Weightlifting Federation LTD will notify you of its appeal decision in writing within 14 days of the appeal meeting. If the appeal is upheld then Wales Weightlifting Federation Ltd will write to you providing details of the new working pattern and the date it will take effect. If the appeal is dismissed then you will be provided with the grounds for that decision (appropriate to your grounds of appeal) and an explanation as to why these grounds apply.

4.4 WHAT IF THE TIME LIMITS ARE NOT ADHERED TO OR NEED TO BE EXTENDED?

The time limits mentioned above may be varied either by agreement between you and Wales Weightlifting Federation Ltd (such agreement to be confirmed in writing specifying what period the extension relates to and the date the extension will end), or where the relevant Manager/Head/Director who will deal with your request, is absent due to annual leave or sickness leave.

5. FLEXI-TIME SCHEME

5.1 THE PRINCIPLE

The object of flexi time is to give staff a degree of freedom in arranging their working day consistent with Wales Weightlifting Federation Ltd operating at maximum efficiency. Because of the nature of demands of work within Wales Weightlifting Federation Ltd there may be circumstances which would prevent the full flexibility envisaged by the Agreement.

5.2 SCHEME ARRANGEMENTS

Under the flexi-time scheme all staff are required to be present during a specified part of the day (core time) but are free to arrive and depart at the times of their choice in the periods

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(known as flexible bandwidths) which immediately precede and follow core time, provided that:-

- The overall efficiency of the office is maintained;
- The net hours of attendance in the long term remain the same as the present net conditioned hours.

5.3 STANDARD HOURS

Although standard hours are flexible, they must be worked between 06:00 and 22:00 unless working at a competition or event.

Standard hours are 37 hours per week (excluding lunch breaks) and the standard working day is therefore $37 / 5 = 7.4$ hours (7 hours 24 minutes). A standard half day is 3.7 hours (3 hours 42 minutes). Staff should not be on duty merely to build up time or when there is no work to be done. In such situations the maximum hours of attendance should be a standard day of 7.4 hours.

5.3 Lunch Break

Lunch breaks are stated in contracts of employment.

5.4 TAKING FLEXI-LEAVE

Staff may be absent during core time if they are taking flexi-leave. If you want to take any amount of flexi leave during core hours, you must gain your Manager's agreement in advance, giving suitable notice.

Subject to management agreement, up to one day's flexi-leave may be used in this way every 4 weeks. It should be noted, however, that flexi-leave cannot be taken immediately following a period of sick leave unless a medical certificate of fitness to return to work is provided when flexi-leave is taken; no time is added to the recorded hours.

5.5 CARRY OVER AND DEFICIT

At the beginning of each 10 week period the procedure allows the carry forward of any excess or deficit from the previous period as an adjustment to the recorded hours for the new period.

A deficit in recorded hours can be carried over the next 10 week period. A deficit will be subtracted from the recorded hours for the next period, but any further deficit will be recorded as unpaid leave.

An excess of recorded hours up to 11 hours can be carried over and added to the recorded hours for the next period. Any remaining excess will be discounted.

5.6 CREDITS FOR ABSENCE

The actual hours of working attendance as recorded by the individual employee will be supplemented as appropriate by authorised credits.

Credits will be recorded, if authorised, for absences such as:

- leave – annual, sick, special, or official holiday
- official duties away from the office
- Time spent on training courses, day release, etc.
- non-routine medical, dental and similar appointments which cannot be arranged outside of core working hours
- absence for industrial relations activities

Credits for a whole day will be recorded as a standard working day of 7.4 hours (7 hours 24 minutes) and for half a day as 3.7 hours (3 hours 42 minutes).

5.7 OVERTIME ARRANGEMENTS/TRAVELLING TIME

Overtime, as authorised by management, is quite separate from flexible hours and will continue to be recorded separately.

Staff working overtime will sign off flexible hours working at a time to be agreed and any further time worked will be recorded under current overtime arrangements.

Compensation for travelling time will be given in accordance with the relevant provisions of Wales Weightlifting Federation Ltd's Travel and Subsistence Policy.

5.8 APPLICATION AND ELIGIBILITY OF FLEXI TIME

All staff, with the exception of those in receipt of a shift allowance or unsocial hour's allowance, are eligible to apply.

Staff may elect to work flexi time by applying in writing to their line manager who will arrange formal confirmation. All staff transferring to a flexi time arrangement will be required to keep an individual record of their attendance.

Staff who have continued to work regular hours may transfer into the flexi time scheme at any time. Once you join the flexi-time scheme, you will not be allowed to change back to conditioned hours.

Abuse of flexi time is considered to be a breach of the scheme and line managers should take every opportunity to prevent possible abuse. Persistent or serious abuse will be reported and may result in disciplinary action being taken against the offender.

5.9 RECORDING OF ATTENDANCE AND CREDITS

Hours of attendance, hours carried over and credits will be recorded on an electronic spreadsheet and passed to the line manager each month for authorisation.

Only hours worked between 06:45 and 22:00 will be recorded for the purpose of flexi time unless at a competition or event.

6. HOME WORKING

6.1 INTRODUCTION

Working at home can be beneficial to both employees and Wales Weightlifting Federation Ltd in balancing home and work more effectively, improving and increasing productivity, as well as reducing unnecessary travel and therefore environmental damage. This policy has been

developed to support employees who wish to work at home either on a regular or ad hoc basis.

6.2 RESPONSIBILITIES

The employee must ensure that care responsibilities are not undertaken when working at home. This policy is not designed for working at home whilst also carrying out childcare.

Employees working at home will be required to make available their home contact telephone numbers/ mobile phone number, in order to be contacted by members of staff if a need arises.

When working at home, all employees will be expected to comply with Wales Weightlifting Federation Ltd policies and procedures that apply to office-based employees, particularly with regard to data protection, confidentiality, and Health and Safety.

6.3 PROCEDURE

Where home working has not already been agreed as part of an individual's contract of employment, a request may be made by a member of staff to the appropriate line manager. The request will then be reviewed in accordance with the criteria and guidelines shown in this policy. There is no right of appeal against a refusal to allow an employee to work at home.

Where an employee is working under flexi-time, actual time worked should be recorded, this does not include travel time from work to home if an employee works part of the day at home.

6.4 EQUIPMENT

If the work you wish to do at home is dependent upon Wales Weightlifting Federation Ltd providing computer equipment and this equipment is not available, then your request for working at home will be declined.

The security of the equipment is the responsibility of the home worker and any equipment should be used solely by the home worker.

6.5 HEALTH AND SAFETY

Wales Weightlifting Federation LTD is concerned with issues of health and safety around lone working, and are committed to putting in place measures and ensuring that the safety of individuals working from home. Please see Wales Weightlifting Federation Ltd lone worker policy.

Wales Weightlifting Federation LTD is responsible for the employee's safety at work. However, an employee working at home has the responsibility and obligations to take reasonable care not to harm themselves or others in carrying out their work. The member of staff is obliged to create a conducive work environment in compliance with the Health and Safety Policy of Wales Weightlifting Federation Ltd and to ensure there is adequate space for the work to be carried out safely.

Wales Weightlifting Federation LTD reserves the right to check the employee's home or work areas for any Health and Safety purposes. This will be required in accordance with the frequency of the employee working at home.

6.6 TRAVEL

If an employee travels on official business and begins the journey from home, the employee is entitled only to claim the lesser of the actual cost of the journey, or the cost of the journey as if it started from the office.

6.7 INSURANCE

Equipment and property of Wales Weightlifting Federation Ltd kept at the employee's home will be covered by Wales Weightlifting Federation Ltd's insurance.

6.8 MONITORING

The eligibility and effectiveness of the working at home arrangements is subject to monitoring and review by line managers.

APPENDIX 1 – FLEXIBLE WORKING REQUEST FORM

You can use this form to make an application to work flexibly under the right provided in law to help eligible employees care for their children or for an adult. Before completing this form, please read Wales Weightlifting Federation LTD's flexible working policy and check that you are eligible to make a request.

Please note that it may take up to 14 weeks to consider a request before it can be implemented and possibly longer where difficulties arise. You should therefore ensure that you submit your application well in advance of the date you wish the request to take effect.

Personal Details:

Name:	Job Title:
Manager:	Payroll number (if applicable):

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided under section 80F of the Employment Rights Act 1996. I confirm I meet the eligibility criteria as follows:

Parents:

- I have responsibility for the upbringing of either:
 - a child under 17; or
 - a disabled child under 18.
- I am:
 - The mother, father, adopter, guardian, special guardian or foster parent of the child; or
 - Married to, or the partner or civil partner of, the child's mother, father, adopter, guardian, special guardian or foster parent.
- I am making this request to help me care for the child.

Carers:

- I am, or expect to be, caring for an adult.
- I am:
 - The spouse, partner, civil partner or relative of the adult in need of care; or
 - Not the spouse, partner, civil partner or relative of that adult, but live at the same address.

- I am making this request to help me care for the adult in need of care.

[] I have worked continuously as an employee of the company for the last 26 weeks.

[] I have not made a request to work flexibly under this right during the past 12 months.

Date of any previous request to work flexibly under this right

Describe your current working pattern (days/hours/times worked):

Describe the working pattern you would like to work in future (days/hours/times worked):

(Please give as much information as you can about your desired working pattern as it will help us to consider your request)

I would like this working pattern to commence from:

Date:

Impact of the new working pattern

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I think this change in my working pattern will affect my employer and colleagues as follows:

Accommodating the new working pattern

I think the effect on my employer and colleagues can be dealt with as follows:

I understand that if my request is granted, this will result in a permanent change to my terms and conditions unless otherwise agreed. I confirm the content of this application to be accurate and correct:

Signed:

Name:

Date:

Once you have completed the form, you should immediately forward it to your line manager (you might want to keep a copy for your own records). Wales Weightlifting Federation LTD will then have 28 days after the day your application is received in which to arrange a meeting with you to discuss your request.

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Employer's Confirmation of Receipt (to be completed and returned to employee)

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Dear:

I confirm that I received your request to change your work pattern on:

Date:

I shall be arranging a meeting to discuss your application within 28 days following this date. In the meantime, you might want to consider whether you would like a colleague or trade union representative to accompany you to the meeting.

Name:

Signed:

APPENDIX 2 – FLEXIBLE WORKING APPLICATION FLOWCHART

