



Flexible Working Policy

1. ABOUT THIS POLICY

- 1.1 This flexible working policy gives eligible employees an opportunity to request a change to their working pattern.
1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. ELIGIBILITY

2.1 To be eligible to make a flexible working request, you must:

- (a) Be an employee.
- (b) Have worked for us continuously for 26 weeks at the date your request is made.
- (c) Be making the request because of your caring responsibilities; and
- (d) Not have made a flexible working request during the last 12 months (even if you withdrew that request).

3. CARING RESPONSIBILITIES

3.1 You can only make a flexible working request if you [are responsible for bringing up **OR** look after] a child under 17 or a child who is in receipt of disability living allowance, or if you look after an adult who needs care.

3.2 In the case of a child, you (or your spouse, civil partner or partner) must be the child's mother, father, [grandparent,] adopter, guardian, special guardian, foster parent or private foster carer, or have a residence order in respect of the child.

3.3 In the case of an adult who needs care they must be your spouse, civil partner, partner or relative, or live at the same address as you.

3.4 "Relative" means a mother, father, adopter, guardian, special guardian, parent-in-law, step-parent, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, uncle, aunt or grandparent, and includes adoptive relationships and relationships of half blood.

4. WHAT IS A FLEXIBLE WORKING REQUEST?

4.1 A flexible working request under this policy means a request to do any or all the following:

- (a) To reduce or vary your working hours.
- (b) To reduce or vary the days you work.
- (c) To work from a different location (for example, from home).

Signed.....

S Kuligowski