

Guidance for Employees: Flexible Working Requests

1. Background

As outlined in the Equal Opportunities Policy Statement, the University of Aberdeen is committed to a comprehensive policy of Equal Opportunities in employment for all categories of employees in all areas of the institution. The University of Aberdeen is committed to engaging in constructive dialogue with members of staff wishing to explore the possibility of flexible working practices to arrive at a mutually beneficial agreement wherever possible.

2. What are flexible working requests?

There are many forms of flexible working arrangements, some of which are outlined below:

- Part time working
- Part year working
- Job sharing
- Flexible working hours
- Career breaks

3. Who can request flexible working?

Any member of staff.

4. Making a Request

If you are interested in working flexibly either on a permanent or temporary basis, you should advise your line manager in writing, outlining the details of your request.

Your line manager may be able to immediately agree to your request, and you will receive written confirmation of this from Human Resources, outlining your new working pattern.

Please note that any new arrangements will normally be for an initial 6 month period, and will be subject to regular reviews thereafter.

Within 2 weeks of your request being received your line manager should arrange a meeting with you and an HR Adviser or HR Partner to discuss the request in more detail. You are entitled to bring a Trade Union Representative or work colleague to the meeting if you wish.

The meeting will be an opportunity for you to talk about your request in more detail, and the impact this may have. Your line manager needs to be fully aware of the impact of your request, and how this can be accommodated, to ensure they can make an informed and fair decision.

5. If your request is declined

Within 2 weeks of the meeting you will receive a letter from your line manager informing you that they have declined your request. This letter will outline the reasons why they have been unable to accommodate your request, and will be for one of the following business reasons as set out in the Legislation:

- the burden of additional costs
- an inability to reorganise work amongst existing staff
- an inability to recruit additional staff

- a detrimental impact on quality
- a detrimental impact on performance
- a detrimental effect on ability to meet customer demand
- insufficient work for the periods the employee proposes to work
- a planned structural change to the business

6. Appeal Process

If your flexible working request is declined you have the right to appeal the decision. You must submit your intention to appeal to the Director of Human Resources within 2 weeks of receipt of letter from your line manager. Your appeal will be heard by the Head of School/Section within 4 weeks of you submitting your full grounds of appeal.