

September

Work Life Balance Policy and Procedure

2022

Produced by Schools Personnel Team – Schools V7.1
May 2022

School:

Signed; Chair of Governors:

Date:

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1. Introduction.

- 1.1 The purpose of this policy is to identify potential methods of achieving a work life balance.
- 1.2 Work-life balance is about people having a measure of control over when, where and how they work. It is achieved when an individual's right to a fulfilled life inside and outside paid work is accepted and respected as the norm, to the mutual benefit of the individual, business and society. It is all about striking a reasonable balance.

2. Policy Statement

- 2.1 Sefton Council and <INSERT SCHOOL NAME> is committed to be a good employer, and to developing people and family friendly employment policies. This approach allows employees to balance their personal and working lives and helps Sefton and <INSERT SCHOOL NAME> to maintain employees' performance, loyalty, and motivation.

3. Scope

- 3.1 This policy applies to all staff employed within school and over an academic year (except for flexible working requests).
- 3.2 This policy covers the following:
 - Special Leave
 - The right to request Flexible Working
- 3.3 This policy will not cover the following which is covered by separate policies:
 - Maternity Leave

- Maternity (Paternity) Support Leave
- Adoption leave
- Shared Parental Leave

4. Special leave

4.1 The Law.

- 4.1.1 The Employment Relations Act 1999 gives employees the right to have unpaid reasonable time off from work when it is necessary for them to deal with unexpected or sudden emergencies which occur in relation to their dependants. The special leave provisions of this policy comply with the regulations.
- 4.1.2 Although there is no absolute right to special leave, the Governing Body will consider every application carefully, making every effort to accommodate reasonable requests.
- 4.1.3 All applications will be treated sympathetically and in relation to the specific circumstances surrounding the request.
- 4.1.4 The Parental Bereavement (Leave and Pay) Act 2018 which came into force on 6th April 2020 gives bereaved parents the right to time off work and will for those employees with a minimum of 26 weeks continuous service at the point of the child's passing, provide the entitlement to receive statutory bereavement pay. The special leave provisions of this policy comply with the regulations.

4.2 Scope

4.3 Special leave can be granted for:

- Domestic/Family matters
- Non-Domestic Personal matters
- Voluntary/public duties.

4.4 Procedure

- 4.4.1 Special Leave in any of the circumstances described above will only be granted on the submission of an application form.
- 4.4.2 In an emergency situation, the Headteacher should be notified of an employee's absence as part of the normal managing attendance reporting procedures. Emergency applications must be completed on the first day when an employee returns to their place of work.
- 4.4.3 It is essential that employees keep their manager informed of any developments to allow appropriate cover to be provided. Employees must notify their manager immediately if they are unable to return to work on the agreed date, stating the reason(s) why. Failure to do this may result in disciplinary action being taken, which, in turn could result in dismissal. Please refer to the Disciplinary policy.
- 4.4.4 If Special Leave is requested to care for a seriously/terminally ill partner/dependant, written notification should be obtained from the patient's doctor to confirm the need for care and a copy should be attached to the application form.
- 4.4.5 Written evidence of the need for Special Leave for other reasons should be provided wherever reasonably possible.
- 4.4.6 If it is discovered that a false reason has been given for obtaining Special Leave, this will be considered as misconduct which will be dealt with under this school's Disciplinary policy and procedures.
- 4.4.7 Any queries relating to Special Leave should be directed to the Headteacher.
- 4.4.8 The application form should be submitted to the Governing Body via the Headteacher.
- 4.4.9 The Governing Body has the discretion to grant Special Leave, irrespective of whether leave has already been taken or not. The form will be returned to the employee stating the Governing Body's decision as soon as possible. A copy should be held in school on the employee's personnel file and/or timesheet, where appropriate. School should also notify payroll.
- 4.4.10 The granting of Special Leave is at the discretion of the Governing Body and may be with or without pay.
- 4.4.11 If an application for paid leave is refused after the leave has been taken annual or unpaid leave will be counted against the absence.
- 4.4.12 The Governing Body will need to have regard to the following guidelines and to the circumstances of each case and ensure that employees who apply are, where possible, given a decision in advance of the event.

4.4.13 Employees wishing to apply for Special Leave for; bereavement, care for seriously ill dependant/partner, family/domestic crisis, visits abroad and religious holidays should complete [application form](#) (SL1, Appendix 1) prior to the leave being taken and give a reasonable amount of notice, having regard to the circumstances. In cases of visits abroad and religious holidays, a minimum of 4 weeks' notice should be given.

4.5 Definitions

The definitions of the following phrases used in section 4 of this guidance are:

- **Close relative** – someone who is related by blood, for example, mother, father, brother, sister, children, grandparents, etc. Or, someone who you have a close emotional relationship, e.g. partner's siblings, partner's parents, stepchildren, adoptive parents, etc.
- **Partner** – someone whom you have a close and stable (i.e. long-term) relationship with. This includes married couples, civil partners, individuals who are living together though they are not related by blood or marriage, including those in same sex relationships.
- **Dependant** – a spouse or partner, child or parent or someone who lives with you as part of your family. E.g. this could include an elderly relative who lives in the household. A dependant may also be someone who reasonably relies on you for assistance. You may be the primary carer, or you may be the only person available to help in an emergency.
- **Child** – someone who is under the age of 18.
- **Week** – a period of any seven consecutive days.

Carer – someone who has responsibility to assist in the care of a dependant, that is an adult or child who has a serious long-term illness, a disability or is terminally ill. This definition does not include general childcare.

4.6 Family/Domestic Matters

Whilst the following table provides a guide, it is for the Governing Body to make decisions on applications for special leave, having regard to this guidance and statutory requirements. It does not automatically provide an entitlement for staff for time off.

Leave	Limit	Who/How
A) Bereavement (close relative, partner or dependant)	<p>Up to 5 days leave - includes 1 day to attend funeral.</p> <p>With or without pay at the discretion. Governing Body.</p>	<p>In all other circumstances, when annual leave is considered inappropriate, one day's special leave with pay may be granted to attend funerals of non-blood relatives, close friends, or in-laws.</p> <p>Consideration of other factors should be given, such as travelling to and from a funeral, especially where the journey involved is long or difficult; also, whether the employee is required to attend other formal cultural or religious ceremonies in connection with the bereavement.</p> <p>Paid leave cannot be authorised for clearing the estate of the deceased.</p> <p>The Governing Body have the discretion to allow additional leave in response to an employee's individual circumstances as they see appropriate, proportionate and reasonable.</p>
B) Bereavement of a child.	<p>See also section A) of this table for entitlements;</p> <p>(and in addition)</p> <p>A minimum of two weeks (statutory entitlement from 6th April 2020)</p> <p>Statutory pay where thresholds met.</p>	<p>This additional statutory leave must be taken within the 56-day period following the child's passing.</p> <p>The additional statutory leave must be taken in blocks of one or two weeks.</p> <p>The employee's terms are protected during this statutory two-week period except for those covering remuneration.</p> <p>The additional statutory leave applies to parents of a still born child after 24 weeks of pregnancy.</p> <p>With effect from 6th April 2020 those employees with minimum of 26 weeks service with the employer prior to the child passing will be entitled to statutory parental bereavement pay for the statutory two weeks leave.</p>
C) Breakdown of care arrangements	<p>Up to 5 days special leave.</p> <p>With or without pay at the discretion of the Governing Body.</p>	<p>For employees where normal arrangements for the care of a child, elderly relative, or dependant, unexpectedly breakdown. To allow employees to make alternative care arrangements.</p> <p>For example, the person normally responsible for providing the care falls ill or fails to turn up.</p>
D) Care of children, elderly relative or dependants	<p>Up to 5 days special leave.</p>	<p>Employment legislation allows all employees the right to take reasonable, unpaid, time off from work to deal with certain unexpected or sudden emergencies/domestic crises.</p>

	With or without pay at the discretion of the Governing Body.	<p>This would cover circumstances when an employee must care for a sick child, elderly relative or dependant provided that no other alternative arrangements can be made.</p> <p>The Governing Body have the discretion to allow additional leave in response to an employee's individual circumstances as they see appropriate, proportionate and reasonable.</p> <p>Employees required to attend a medical appointment for their children, will be required to where possible, make these arrangements outside of their contracted working time.</p>
E) Carers Leave	<p>1 day's leave</p> <p>With or without pay at the discretion of the Governing Body.</p>	<p>Leave is granted, as required, to enable employee to accompany the person cared for to medical appointments or at home assessments required by the nature of their condition.</p> <p>If it is likely that the employee must accompany the person to a number of frequent appointments throughout the year the employee will have to agree with the Governing Body how this may be achieved based on the individual set of circumstances and the school needs.</p>
F) Compassionate grounds	<p>Up to 3 days leave (up to 5 days in exceptional circumstances)</p> <p>With or without pay at the discretion of the Governing Body.</p>	<p>If an employee has adequate compassionate grounds or where hardship would otherwise occur, in order for them to make suitable arrangements to resolve the issue. Grounds could include, for example, where there has been a fire or flood at the family home, or a burglary has taken place.</p> <p>An employee's application should include a full explanation of the hardship that would arise if special leave were not allowed.</p>
G) Domestic reasons/crisis	<p>Up to 5 days leave</p> <p>With or without pay at the discretion of the Governing Body.</p>	<p>If an unforeseeable domestic emergency arises, to enable an employee to deal with the problem or to make satisfactory long-term arrangements for dealing with the problem.</p> <p>As circumstances will vary employees, must give full details of the emergency or crisis in their application.</p> <p>Applications could be made due to any of the following examples:</p> <ul style="list-style-type: none"> • a dependant is involved in an accident or is assaulted; • a child is involved in an incident at school or during a school trip; or • unforeseen arrangements that need to be made as the result of a personal crisis. These provisions do not apply to circumstances such as domestic appliance breakdowns.

H) Foster Carers	Up to 5 days leave With or without pay at the discretion of the Governing Body.	There is no statutory provision for time off to undertake training or meetings. School may provide time for employees to attend necessary meetings and/or training provided by the Fostering Agency.
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4.7 Non-Domestic Matters

Leave	Limit	Who/How
A) Examinations/ Study Leave	Up to one day for the Examination. Up to one day for the special study prior to the Examination. With or without pay at the discretion of the Governing Body.	Leave for the purposes of sitting examinations applicable to the individual's professional role and leave for special study immediately prior to the same examination. Evidence should be provided where reasonably possible.
B) Cancer Screening	Necessary time off with pay as agreed with the Governing Body.	Necessary paid time off shall be granted to staff for cancer screening.
C) Time Off for Medical Appointments	Paid time off will be given for the actual time away from work subject, normally, to a maximum of 2 hours, after which, time off will be unpaid. Time off beyond 2 hours may be paid at the discretion of the Governing Body.	Employees have an obligation to minimise time off work. Medical appointments should be arranged at the beginning or end of normal opening hours and, if possible, outside normal opening hours. Normal opening hours are 09.00 a.m. to 4.30 p.m. Monday to Friday. The time off is subject to prior approval by the Headteacher. Suitable evidence of the appointment is required to support the application for time off. Attendance at work before and after the appointment is required where practicable. Medical appointments during a period of sickness absence will be treated as sick leave.
D) Attendance at Job and Course Interviews.	Time and pay are at the Governing Body's Discretion.	It is the policy of the School to grant time off for employees to attend job and course interviews in certain circumstances.

		<p>The nature and locality of the interview will determine whether paid or unpaid leave will be granted.</p> <p>Where an employee is placed “at risk” of redundancy, reasonable paid time off is allowed to seek alternative employment.</p> <p>Apprentices who are nearing the end of their apprenticeship will be given reasonable paid time off to secure a role.</p> <p>In any event, evidence of the interview must be provided.</p>
E) Religious Holidays	Time and pay are at the discretion of Governing Body.	<p>It is recognised that some employees may wish to be absent from work to celebrate a religious holiday which does not coincide with Bank Holidays currently granted.</p> <p>If appropriate, the Governing Body may wish to consider allowing an employee to work on a Bank Holiday and take a day in lieu to celebrate their religious holiday if this is operationally feasible.</p>

4.8 Voluntary/Public Duties

Leave	Limit	Who/How
A) Attendance at Meetings of Outside Bodies		Leave with pay will be granted where an employee is required to attend meetings of outside bodies (e.g. school governors, professional bodies excluding Trade Unions).
B) Trade Union Duties		Leave with pay will be granted for an employee to attend meetings for Trade Union duties at the discretion of the Governing Body. Leave with pay will be granted for annual conferences subject to a limitation on numbers and where it is operationally feasible.
C) Magisterial Duties		Leave will be granted with pay for magisterial duties.
D) Jury Service		An employee receiving a summons to serve on a jury must report the fact to his/her Governing Body, who shall grant leave of absence unless exemption is secured. An employee serving as a juror shall claim the allowance for loss of earnings to which he/she is entitled under the Jurors' Allowance Regulations currently in force. The employer shall then deduct from the employee's full pay an amount equal to the allowance received.

		<p>Employees released early from jury service must inform their Headteacher immediately, or report to your normal place of work at the earliest opportunity. Failure to do so may lead to the financial recovery of pay granted to them.</p> <p>Jury Service is classed as Authorised Leave of Absence and therefore Pension is not affected.</p>
E) Service with Non-Regular Forces (e.g. to attend annual training camps and special courses)		<p>Employees who are members of the Non-Regular Forces may be granted a maximum of two weeks' leave with pay to attend annual camp per annum. Requests may be subject to restriction if multiple applications are received within the same section/area of service, who apply for the same period of time off in order to meet the operational needs of the department.</p>
F) Serving as a Member at another Local Authority		<p>Leave will be granted with pay subject to statutory limits. There is no set number of days, but the employer should consider reasonable time off. Reasonable Time Off: The amount of time off should be agreed between the employee and employer beforehand, based on:</p> <ul style="list-style-type: none"> • how long the duties might take • the amount of time the employee has already had off for public duties • how the time off will affect the business <p>The employer can refuse a request for time off if they think it's unreasonable.</p>
G) Court Appearances	<p>Court Appearance for Civil Matters leave, and pay is at the discretion of the Governing Body.</p>	<p>Leave to attend court as a witness in a criminal action should be treated the same as Jury Service attendance. Any instances involving civil actions should be referred to the Governing Body.</p>
H) Election Duties		<p>Leave will be granted with pay to any employee who works on a Polling Station or as a Visiting Presiding Officer.</p>

4.9 Pension

4.9.1 Local Government Pension Scheme ('LGPS').

If an employee, who is a member of Merseyside Pension fund, is granted unpaid leave of absence, the period will not count for pension purposes unless they elect to pay **Additional Pension Contributions ('APCs')** to purchase the amount of pension 'lost' during that period of absence.

The amount of pension lost is calculated as the appropriate fraction of the lost pensionable pay for that period of absence (i.e. 1/49th of the lost pensionable pay if the member is in the main section of the Scheme or 1/98th if the member is in the 50/50 section).

If the employee wishes to purchase the amount of lost pension and makes the election within 30 days of returning to work, the cost of the APC will be split between the employee and the employer (i.e. the school). The employee will pay one-third of the cost and the employer will pay the rest.

This is known as a Shared Cost Additional Pension Contributions ('SCAPC'). These additional contributions can be paid as a one-off lump sum from your pay or for larger amounts a repayment arrangement for payment may be agreed with the employer's payroll and pensions teams.

Employees who have membership of the LGPS before 1 April 2014 will have built up benefits in the final salary scheme and should they choose to pay for the lost pension in the scheme, the amount paid will also go towards covering the protections associated with the pre-1st April 2014 membership.

4.9.2 Teacher Pension Scheme.

Under the Teacher Pension Scheme ('TPS'), any unpaid leave is classed as excluded days and does not count as pensionable employment for the purposes of the Scheme. The TPS does not have the facility to buy back excluded days.

5. Flexible Working

5.1 School recognises the need of its employees to balance their work and personal responsibilities; it also recognises its obligations under the Government's Flexible Working Regulations 2002 (effective from 6th April 2003) and the Flexible Working (Amendment) Regulations 2006 (effective from 6th April 2007).

5.2 This procedure is designed to meet the requirements of the legislation and to provide opportunities for employees to balance their work with their caring responsibilities at home.

5.3 Scope

5.3.1 The scheme is available to all employees who have over 26 weeks service.

- 5.3.2 Employees must have worked continuously for the same employer, i.e. Sefton and/or Sefton Schools, for a continuous period of 26 weeks (at the date of application).
For the calculation of this 26-week period it should be noted that Voluntary Aided Schools are employers in their own right.
- 5.3.3 Only one statutory flexible working application may be made during any 12-month period.
- 5.3.4 Requests for flexible working arrangements can be made on a permanent basis or for a temporary specified period dependent upon the circumstances of the case but there is a presumption that temporary arrangements will last no longer than one year.
- 5.3.5 All requests must be made in writing on the appropriate form and submitted to the Headteacher. The employee must specify the flexible working pattern requested and the date the employee proposes the change should become effective.
- 5.3.6 The employee must also consider the effects and impact of their proposed request on service provision and be able to offer reasonable and practicable solutions as to how such effects could be overcome.

5.4 Procedure

- 5.4.1 Requests for flexible working arrangements must be submitted on the appropriate form and submitted to the employees Headteacher for consideration.
- 5.4.2 The Headteacher must arrange a meeting to consider the request and the meeting must take place within 28 days* of receipt of the written request. The Headteacher may seek advice from a member of the Schools Personnel Team.
**The time limits will be automatically extended where the Headteacher who would ordinarily consider the application is absent because of leave or sickness absence. The 28-day period begins when the Headteacher returns to work or 28 days after the application is made, whichever is the sooner. Therefore, in the case of long-term sickness absence the application would need to be actioned by the Deputy Headteacher or Assistant Headteacher where a school does not have a deputy.*

- 5.4.3 The purpose of the meeting will be to explore in detail the request and how the proposed working arrangements may be accommodated. If it is considered that the proposals are not practicable alternative arrangements may be explored.
- 5.4.4 Care will need to be taken when considering applications for "uneven" job shares and attempting to meet an existing employee's requirements. The hours and duties of the remaining job will need to be attractive to prospective applicants or difficulties may be experienced in recruiting a partner.
- 5.4.5 Any start date will be dependent on various factors as follows:
- The operational requirements of the School;
 - If the job share consists of one person leaving half the job vacant or two partners leaving a whole post vacant;
 - The hours and work pattern;
 - The employee's domestic circumstances;
 - Anticipated period of recruitment.
- These will need to be fully discussed with the employee(s) and a mutually convenient date agreed.
- 5.4.6 Within 14 days of the meeting the Headteacher must provide the employee with a detailed written response, either;
- accepting the request and establishing a start date. If the application is agreed, such agreement may need to be conditional, e.g. on a suitable job share partner being found.
 - confirming any alternative working arrangements discussed or any compromise situation agreed at the meeting;
 - providing detailed reasons for the rejection of the request which must be covered by one of the specified 'business grounds' namely;
 - the burden of additional costs; detrimental effect on the ability to meet customer demand;
 - inability to re-organise work among existing staff;
 - inability to recruit additional staff; detrimental impact on quality or performance;
 - insufficiency of work during the periods the employee proposes to work;
 - planned structural changes;
- 5.4.7 In some circumstances, the Headteacher may need an extended period of time to adequately consider the request and assess the possibility of re-organising working arrangements. Where it is considered that an extended time period will be required this should be agreed at the meeting and confirmed in writing to the employee, e.g. attempts to recruit additional staff would obviously need an extension to the 14-day timescale. However, a written response can be provided, within the 14-day timescale, advising of the arrangements which will be put in place to try and address the situation.

5.5 Right of Appeal

- 5.5.1 If the employee is not satisfied with the written explanation and is not satisfied that the business grounds apply to their case, then the employee has the right of appeal against the Headteacher's decision.
- 5.5.2 An appeal must be submitted to the Clerk to the Governors within 14 days of receipt of the written decision stating their grounds of appeal.
- 5.5.3 An appeal hearing will be arranged, and the meeting will normally take place within 14 working* days of receipt of the appeal submission. Where this timescale cannot be met all parties must be advised.
**The time limits will be automatically extended where the Headteacher who would ordinarily consider the appeal is absent because of leave or sickness absence.*
- 5.5.4 The Governing Body Appeals Committee will be advised at the appeal hearing by a member of the Schools Personnel Team.
- 5.5.5 Prior to the appeal hearing the Governors Appeal Committee will be provided with a copy of the original request and the Headteachers written response.
- 5.5.6 At the appeal hearing the employee will outline his/her grounds of appeal and highlight why he/she feels the Headteacher's "business grounds" for refusing the request are flawed. The Headteacher will outline the reasons for his/her decision.
- 5.5.7 The Governing Body Appeal Committee will consider the case and confirm their decision in writing within 7 days. The Governing Body Appeals Committee may:
- uphold the Headteacher's decision;
 - make proposals/recommendations and refer the matter back to the Headteacher/employee for further consideration;
 - reject the Headteacher's decision and uphold the request;
- 5.5.8 No further right of internal appeal exists.

5.6 General

- 5.6.1 The employee is entitled to be accompanied at all stages of the procedure by a Trade Union/Teacher Associations Representative or workplace colleague.
- 5.6.2 Changes to the specified timescale must be agreed jointly. If no agreement is reached and the matter has not been dealt with within the specified time limits the employee will be entitled to advance to the appeal stage.
- 5.6.3 Any Employee wishing to reduce their hours must be aware that, if a redundancy situation arises, a reduction in hours will significantly reduce any redundancy payment and would pro rata any other entitlements under their terms and conditions.
- 5.6.4 Approved permanent and temporary working arrangements must be confirmed in writing to the employee. All temporary working arrangements must specify the agreed period with the start and end dates clearly stated.

5.6.5 Types of Flexible Working

5.6.5.1 Job Sharing

- 5.6.5.1.1 Job sharing exists when two people share the hours, duties and responsibilities of one full-time post. It is distinguished from most part-time work by the deliberate division of duties that would normally be the responsibilities of one full-time employee.
- 5.6.5.1.2 Opportunities to share part-time posts may be restricted by the number of hours to be worked and jobs of less than, for example, 15 hours may, in practice, be difficult to share between two individuals. Such applications, however, will be given the same consideration as applications to share full-time posts and the same principles will apply.
- 5.6.5.1.3 Each application will be considered on its own merits, and it will be recognised that circumstances may vary, for example, between one particular time to another.

5.6.5.2 Compressed Working Week

5.6.5.2.1 A Compressed Working Week is an arrangement when normal full-time hours are worked over, for example, four days a week.

5.6.5.3 "V" Time

5.6.5.3.1 "V" time is a term for voluntary reduced working hours and is an arrangement, which allows an employee to reduce their hours and their pay usually for a temporary period for a specific purpose.

5.6.5.4 Term-Time Only Working –

5.6.5.4.1 Term-time only working is a pattern of work that takes place during the term time only. The application may be to work during the terms associated with the employing school, or may be in relation to terms associated with the employees dependants school(s). This is of clear benefit to employees with school age children.

5.6.5.5 Annualised Hours

5.6.5.5.1 Annualised hours working arrangements are when the hours normally worked throughout the year are arranged to a pattern that best suits the employee and the job.

5.6.6 Review of Procedure

The operation of this procedure is subject to review by the Governing Body, which may result in changes, subject to consultation with the Trade Unions.

APPLICATION FOR SPECIAL LEAVE (SL1)

Name		Employee Number	
Title		Grade	

I wish to apply for Special Leave as follows:

From		To		With or without pay?	
Number of hours of special leave requested in period <i>(Note. Unpaid special leave - pay will be deducted relative to the number of hours worked on each day special leave is granted)</i>					

Reason for Special Leave (Please provide brief details of circumstances and attach any required evidence)

Employees Signature		Date	
Managers Signature		Date	
Managers Comments			
To be completed by Authorising Officer:			
Approved or Not Approved?		No. of days with pay?	
Authorising Officers Signature			
		No. of days without pay?	

Request for Flexible Working Arrangements

Name		Employee Number	
Continuous Service Date		Date started at School	
Job Title		Grade	
Current Hours of Work per week	Pattern of Work		
Trade Union Representative		TU Contact Details	
Is this your first flexible working request within the last 12 months?		If no, please detail date last submitted	
Is this request temporary or permanent?		If temporary, please specify end date (within 12 months)	
Details of proposed working hours and/or pattern.			
		Proposed operative date	
If applying for job share, please indicate joint or single.		If Joint, please name your partner	
Are you making this request in relation to the Equality Act 2010 e.g. as a reasonable adjustment for a disability?			

Details of Request:

Please specify the details of your flexible working request. You must include details of how your work would be affected by the proposed changes and how any such effects might be overcome to maintain service provision.

Please also provide details of the reasons why you have requested this flexible working request to commence on the date(s) detailed above.

Empty space for providing details of the flexible working request.

Print Name		Date	
Signature			

To be completed by Authorising Officer:

Date Received by school		28-day deadline date:		Date Ext. agreed until	
Date met Employee		Approved/ Not Approved:		Date:	

ACKNOWLEDGEMENT OF RECEIPT OF FLEXIBLE WORKING REQUEST

TO	Name:			
	Job Role:			
	Date:			
<p>I acknowledge receipt of your request for flexible working arrangements received on <INSERT DATE>. In order to consider your request in detail I have scheduled a meeting to be held on <INSERT DATE> at <INSERT VENUE>. The meeting will take place at <INSERT TIME>. You are entitled to be accompanied at the meeting by your Trade Union/Teacher Association Representative or workplace colleague.</p>				
Signed			Date:	
Print Name:				

Letter Template in response to Flexible Working Request.

Private and Confidential

Date

Dear

I refer to the request for flexible working that was received on <INSERT DATE>

Suggested helpful points for the response letter:

- *Detail the submitted flexible working application and what the employee has requested. Including whether this request was a temporary or permanent change to the employees' working arrangements.*
- *Confirm when you met or discussed this request.*
- *Confirm as Headteacher if you can accommodate all or some of the employee's request. Detailing if the request is agreed on a temporary or permanent basis. If on a temporary basis, detail duration and if any reviews will be set up in the future.*
- *Provide detailed reasons for the **rejection** of the request which must be covered by one of the specified 'business grounds' namely;*
 - *the burden of additional costs; detrimental effect on the ability to meet customer demand;*
 - *inability to re-organise work among existing staff;*
 - *inability to recruit additional staff; detrimental impact on quality or performance;*
 - *insufficiency of work during the periods the employee proposes to work;*
 - *planned structural changes;*

You do have the right to appeal against my decision. Any appeal must be submitted to the Clerk to Governors (insert the contact details here) within 14 days of receipt of the written decision. An appeal hearing will then be arranged with the Governors Appeals Committee.

YS

Headteacher