

Flexible Working and Time Off For Dependants

The Flexible Working and Time Off for Dependants subject matter pack will help your company respond to employees who make a request for flexible working. The subject matter pack provides managers with a structured format to guide them through the process of responding and deciding whether or not to grant the request.

In addition, the subject matter pack provides guidance on the possible repercussions of illegally rejecting an employee's request. The Flexible Working and Time Off for Dependants subject matter pack contains all the information that you will need to ensure that your processes are compliant and follow best practice.

Furthermore, the subject matter pack contains a number of ready to use standard letters that you will be able to use in any number of different circumstances.

Updates

The Flexible Working and Time Off for Dependants subject matter pack is available as a one-off purchase, as part of a series in our range of subject matter packs and can be supported by an annual *Compliance Support Agreement* giving regular updates to ensure that it stays up to the minute with changing legislation.

Company Image

It may be important to you that the Flexible Working and Time Off for Dependants subject matter pack is tailored to your specific needs and supports your company brand. Cooper Parry HR Consulting can work with you to meet these requirements.

Contents

The Flexible Working and Time Off for Dependants subject matter pack currently has eight sections with 22 sub-sections and covers the following areas:

Section	Title	Content Includes:
Flexible Working		
Section 1	Background	Legislation and Best Practice
Section 2	Procedure to follow	The Right to Apply for Flexible Working, The Meaning of Flexible Working, Eligibility, The Application, The Employers Response, Rejection of an Application for Flexible Working, Withdrawal of an Application for Flexible Working, Complaints and Remedies, Referral to ACAS Arbitration Scheme, Remedies and Compensation, Detrimental Treatment, Dismissal, Other Relevant Legislation, Flexible Working Options.
Section 3	Key Points	Points for consideration before and during the process
Section 4	Supporting Documentation	Ten standard letters
Time Off For Dependants		
Section 1	Background	Legislation and Best Practice
Section 2	Procedure to Follow	Eligibility, Meaning of Dependant, Notification Requirements, Leave Entitlement, Compensation and Remedies, Detrimental Treatment, Dismissal and Other

		Relevant Legislation
Section 3	Key Points	Points for consideration before and during the process

EXTRACT FROM THE FLEXIBLE WORKING AND TIME OFF FOR DEPENDANTS SUBJECT MATTER PACK

Meaning of 'flexible working'

A requested change to the employee's terms and conditions will be deemed to be a permanent change relating to:

- ▶ the hours that he or she is required to work;
- ▶ the times that he or she is required to work;
- ▶ where, as between his or her home and the employer's place of business, he or she is required to work;
- ▶ such other aspects of his or her terms and conditions of employment as may be specified in regulations made by the Secretary of State for Trade and Industry.

Examples of flexible working requests are as follows: shorter working hours, a shorter working week, a change to normal working days, a move to a new shift, a system of staggered or annualised hours, term-time working, job sharing, part-time work or permission to work from home. Please note that this list is non-exhaustible and requests will be made that are personal to the individual making the application.

The application

An application for flexible working must be made in writing and the employee must comply with the following requirements:

- ▶ state that the application is being made under the statutory right to apply for flexible working;
- ▶ state that it is an application for a change to the employee's terms and conditions of employment;
- ▶ specify the change applied for and the date on which it is proposed the change will become effective (giving the employer reasonable time to consider the proposal and if applicable implement it);
- ▶ explain what effect (if any) the employee thinks making the change applied for would have on his or her employer and how this might be dealt with;
- ▶ confirm the employee's relationship to the child or adult in question;
- ▶ state whether a previous application for flexible working has been made by the employee to the employer and, if so, when;
- ▶ the application must be dated.

The information provided in this taster pack is correct as at July 2008. Please note that the information in the taster pack is a limited example of the content of the full subject matter pack and is not a comprehensive commentary on the relevant area. It must not therefore be relied upon when addressing issues relating to flexible working and time off for dependants. Cooper Parry LLP accepts no liability whatsoever for any reliance placed upon this taster pack.