

# UNIVERSITY OF ABERDEEN

## FLEXIBLE WORKING PROCEDURE

### 1 Introduction

The University of Aberdeen is committed to promoting the principles of equality, diversity and inclusion in employment for all staff in all areas of the organisation. The University recognises that flexible working can provide benefits to both the member of staff and the University in developing a positive working environment and where possible it is hoped that solutions can be found which suit both the University and the staff member.

### 2 Eligibility to Request Flexible Working

The right to request flexible working applies to all staff. Staff can make 2 requests within a 12-month period however additional requests within a 12-month period may be considered at the discretion of the manager.

### 3 Examples of Flexible Working Arrangements

There are many forms of flexible working arrangements which may be of benefit to staff and the University. The following list is for illustrative purposes only, and is not intended to be exhaustive:

- Part-time working where you work less than the normal full-time number of hours per week.
- Part-year working where you work only for part of the year, but your salary is calculated on a pro-rata basis and paid over 12 months.
- Job sharing where 2 or more people share the same responsibilities of a full-time post. Job share partners would not normally be permitted to take annual leave at the same time as their job share partner. Job share partners may be asked to cover each other's leave and, following discussion with a view to securing a mutual agreement, this arrangement may result in job share partners working full time hours from time to time.
- Flexible working hours where you choose, within limits, the times you start and finish work.
- 9 Day Fortnight Scheme (Professional Services staff) where the University offers certain staff the opportunity to work a compressed working week under the 9 Day Fortnight Scheme. Further information can be found here: [Flexible working | StaffNet | The University of Aberdeen \(abdn.ac.uk\)](#)
- Career breaks where you undertake an extended period of unpaid leave from work. If you decide to take a career break, your date of continuous service with the University will not be affected.
- Homeworking/Hybrid working please see the Homeworking Policy and Hybrid working guidance for further information.

There may be other circumstances in which you may wish to request other forms of flexible working arrangements. If you would like information about any other forms of flexible working arrangements, please contact your Human Resources Adviser.

#### **4 Health-Related Adjustments**

For information on health-related adjustments please refer to the Procedure for Managing Sickness Absence.

#### **5 Procedure for Requesting Flexible Working Arrangements**

If you are interested in working on a flexible basis, either on a permanent or temporary basis, you should speak to your Line Manager in the first instance and then put your request in writing by completing the Flexible Working Request Form (see Appendix 1) or the Homeworking Request Form (see the Homeworking Policy).

Managers will approach requests in a positive manner and attempt to find a mutually satisfactory outcome within the constraints of the organisation.

Your Line Manager will meet with you to discuss your request in more detail. This meeting will normally take place within two weeks of your request being received. If your request is agreed this will be confirmed to you in writing.

Each request will be considered on its own merits. All arrangements agreed will normally be for an initial period of 6 months and will be reviewed at the end of the 6-month period and may be extended. Please note that Homeworking requests will be for an initial period of 3 months.

Staff should be aware that if a request is agreed (unless on a temporary basis) this will become their new working pattern and they normally cannot automatically revert to their previous working pattern/hours. This does not apply to either the 9 Day-fortnight or Homeworking/Hybrid working.

The outcome of the request will be given within 2 months of the request being made.

Staff will normally only be able to make two Flexible Working Requests within any 12-month period.

#### **6 Refusing a request**

Your Line Manager will not refuse a request without first providing you with the opportunity to discuss your proposal. You will have the right to be accompanied to the meeting by a work colleague or trade union representative and will normally be notified of the outcome within two weeks of the meeting.

Reasons for declining a request

- An inability to reorganise work among existing staff
- An inability to recruit additional staff
- The burden of additional costs is unacceptable to the organisation

- The change will have a detrimental impact on quality
- A detrimental effect on ability to meet customer demand
- Detrimental impact on performance
- Insufficient work for the periods the member of staff proposes to work
- A planned structural change to the business

## **7 Appeal**

You will have a right to appeal against a decision to decline your request. The intention to appeal should be lodged, in writing, with the Head of Human Resources within five working days of receiving an outcome. The full detailed grounds should then be made ten days after the date you intimate an appeal.

The appeal will usually be heard by your Head of School/Section, normally within four weeks of the written appeal being received.

The appeal will be heard in line with the Procedure for Hearing an Appeal.

You should note that requests for flexible working arrangements cannot be agreed if they conflict with the requirements of your role, operational needs of your School/Section or the best interests of the University. If your request for flexible working is refused, you will have the opportunity to receive appropriate advice in seeking alternative opportunities through advertised vacancies within the University if you wish.

## **8 Other Relevant Policies**

There are other policies and guidance documents that may be relevant for staff members considering making a Flexible Working request including:

Parental Leave, Shared Parental Leave, Purchase of Annual Leave, Homeworking Policy, Hybrid working guidance.

Staff may also wish to refer to the new ACAS Code of Practice:

<https://www.acas.org.uk/acas-code-of-practice-on-flexible-working-requests/html>

(Appendix 1 Flexible Working Request Form)

Approved by the University Court on 03 October 2013  
Reviewed December 2018  
Reviewed December 2021  
Approved Policy and Resources Committee 10 March 2022  
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# Appendix 1

## FLEXIBLE WORKING REQUEST FORM

(not including Homeworking)

This form is to be used when requesting a flexible working pattern.

Please ensure all sections have been completed, and then pass to your Line Manager and HR Adviser for your School/Section

Section A: Personal Details	
Full Name:	
Staff ID number:	
Line Manager:	
School/Directorate:	
Section B: Flexible Working Request	
Please outline your reason for making this flexible working request:	
Date of any previous flexible working requests:	
Section C: Working Pattern	
Describe your current working pattern (days/hours/times worked):	
Describe the working pattern you would like to work in future (days/hours/times worked):	
When do you want this working pattern to commence from (date):	
	No longer a requirement but we could still request on an optional basis

:	No longer a requirement but we could still request on an optional basis
<b><u>Additional Information</u></b> Please note anything else you would like taken into consideration or to discuss with your line manager or anything else your line manager should be aware of:	
<b>Section D: Signature</b>	
Name: _____  Signed: _____  Date: _____	

Form Updated May 2024

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