

Background

The College recognises the contribution of all its staff and also understands that, at some time in their working lives, staff may wish to work more flexibly.

In accordance with the Employment Rights Act 1996 and the subsequent Flexible Working Regulations 2014, every employee

the College must notify you, in writing, of the decision within 14 days after the date of appeal, giving reasons

A member of staff can only make one flexible working application in a 12 month period (an employee is entitled to additional requests if they relate to a statutory entitlement, for example the Equality Act 2010 right to request reasonable adjustments).

An accepted application will mean a permanent change to a member of staff's contractual terms and conditions.

Further details of the right to apply for flexible working are available from Human Resources by emailing humanresources@rcm.ac.uk

Head of HR Jennifer Allison September 2021

Policy reviewed by Human Resources June 2014, January 2015, January 2018, September 2021

Approved by Executive Committee 1 March 2007