



# Work-Life Balance Schools' Guide

## **Policies, Procedures and Guidance to assist Head Teachers and Governors**

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#### Request Form for Flexible Working Arrangements

# 1. Introduction

## Why Work-Life Balance?

Kirklees LA aims to promote good employment practice and to provide our schools with the tools to meet the sometimes conflicting priorities of employees and the effective and efficient delivery of education.

We recognise that helping our employees to manage work and their personal commitments and aspirations is:

- Good for them
- Good for schools
- Good for the economy and
- Good for society.

## 1.2 How?

### Good for them:

Family friendly and flexible working arrangements can help parents and carers to spend more time at home as well as providing financially for their families. Not all our employees have family responsibilities. However it is just as important for them to balance work demands with enough time and energy for other parts of their lives.

### Good for schools:

These arrangements can help us achieve Excellence by:

- Reducing absenteeism and stress levels
- Lowering recruitment costs by reducing turnover
- Improving productivity by improving morale and loyalty
- By attracting a bigger pool of prospective new employees. We believe that managing our employees creatively and flexibly will make Kirklees LA an employer of choice.

### Good for the economy:

Work-life balance employment policies can support our vision of developing a strong economy by:

- Increasing the size of the labour market
- Enabling financial independence particularly for women
- Increasing the circulation of money in the local economy.

Good for society:

Less stress at work means stronger, more stable families. Work-life balance employment policies support the important partnership between Social and Health services and families in the care of the most vulnerable members of our society.

### **1.3 What This Guide Offers**

1.3.1 We already have a number of policies and local arrangements which you, as a Head Teacher \ governor, can use to help your employees achieve their work-life balance. We also have a substantial tool-kit to help you meet your operational demands flexibly.

1.3.2 This guide is designed to give you a quick reference to what is available and to help you judge which option is most suitable for your employees and your operational requirements.

1.3.3 As part of the Council's Human Resource Strategy, we aim to provide employees equal access to the support available. We also aim to offer consistent application of the range of schemes available across the Council. In order to achieve this, briefings will be provided to all Head Teachers and Governors on these schemes.

1.3.4 We recognise that you have to operate a delicate balancing act between your role as a supportive manager and your responsibilities to the LA to provide high quality education.

<p>There are no easy answers but this guide will help you get to know the options open to you.</p>
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1.3.5 We must demonstrate the 'added value' that work-life balance brings to our employees and the LA. We need your help to monitor the impact on employee motivation and productivity, which you achieve through using these arrangements.

## **2. LEAVE ARRANGEMENTS**

### **2.1 Maternity Leave**

**Summary:** Support and leave for pregnant employees.

**Who qualifies?** All women employees, regardless of their length of service, are entitled to a range of support during and after pregnancy. These include:

- Paid time off for ante-natal classes
- Paid time off for doctor / clinic appointments
- Reasonable adjustments to workload and working arrangements
- Information on maternity entitlements and responsibilities
- Maternity leave - see below
- Right to return to the same or similar job

**Further information:** Full details of employee eligibility, entitlement to pay and notification requirements are provided in the Maternity Pack.

### **2.2 Parental Leave**

**Summary:** Parental Leave is a statutory right for parents to take unpaid time off work to look after a child or make arrangements for the child's welfare.

**Who qualifies?** All employees (men and women) who have or expect to have parental responsibility for a child under the age of 5 or, in the case of disabled or adopted children under the age of 18, and who have one year's continuous service with the Council.

**Leave entitlement:** Employees are entitled to a total of 13 weeks unpaid leave for each eligible child.

**Further Information:** For full details of employee eligibility are provided in the guidelines for Special Leave.

## 2.3 Maternity Support Leave

**Summary:** Any pregnant woman can nominate a school employee to support her during the birth of her child.

**Who qualifies?** Any employee who has completed a Maternity Support Leave form and who can produce the MATB1 (doctor's estimated date of childbirth) form with the pregnant woman's signature.

**Leave entitlement:** Up to 10 days paid leave.

**Further information:** For full details of employee eligibility and pay entitlements are provided in the guidelines for Maternity Support Leave.

## 2.4 Adoptive Leave

**Summary:** Employees who are in the process of adopting a child/teenager are entitled to a mix of paid and unpaid leave to accommodate the settling in period for the new family.

**Who qualifies?:** Any employee (man or woman) who is undertaking an adoption is eligible. However the provision cannot be applied to both adoptive parents where both are employed by the LA.

**Further information:** Full details of employee eligibility, entitlement to pay and notification requirements are provided in the guidelines for Adoptive Leave.

## 2.5 Compassionate Leave

**Summary :** Special leave of absence for compassionate reasons is at the discretion of the Head Teacher.

**Who qualifies?:** All employees may be granted special leave of absence to cope with bereavement or serious illness where a close personal relationship is involved or sickness of a dependant or similar compassionate circumstances.

**Leave entitlement:** There can be no formulae set down for how many days an employee should be granted off work or under what circumstances these days should be paid. Everyone's circumstances are different. You need to consider the request for leave and make a reasonable decision about payment and time off. A maximum of 6 days paid time off in any one leave year can be allowed before the School needs to get formal approval from the Chair of Governors for further paid leave.

**Further Information:** In order to help the LA achieve consistency in applying compassionate leave, guidance has been set out in the Special Leave document.

## 2.6 Leave arrangements under the Domestic Violence Policy

**Summary:** Paid time off for employees experiencing Domestic Violence.

**Who qualifies:** Any employee who discloses that they are experiencing domestic violence.

**Leave entitlement:** Paid leave should be granted to employees in order to help them deal with the situation or visit their solicitor or other support agency.

**Further information:** Please refer to the Council's Corporate Policy and Practice on Domestic Violence, or your Human Resources or Equalities Officers. In addition there is a support group of officers within the Council who are prepared to offer direct support to individual employees who may disclose violence. The group is made up of both men and women. Contact can be made through Rob Wood on 01484 225279.

## 2.7 Time off for Dependants

**Summary:** This gives all employees the right to reasonable unpaid time off:

- to support a dependent if they fall ill, give birth, have been injured in an accident or assaulted
- to make arrangements for the care of a dependant who has fallen ill or been injured

- to deal with a breakdown of care arrangements of a dependant e.g. where a childminder or nurse fails to turn up
- to deal with an incident involving an employee's child during school hours e.g. where a child has been excluded, had an accident or become ill.

**Who qualifies?:** All employees who have a dependant qualify for this leave. A dependent is defined as a spouse \ partner, child, parent, person living in the same house as the employee. The dependent may also be someone who reasonably relies on the employee for help.

**Leave entitlement:** This leave is a statutory right under the Employment Relations Act 1999. The Act does not tell us how many days leave should be given in different situations. However, our understanding of the Act is that the time off should be primarily to make alternative arrangements where care systems break down or short term care is needed. You will clearly need to find out what the problem is in order to decide the number of days that would be considered reasonable to deal with it.

**Further information:** Further guidance can be found in the Special Leave document.

## 2.8 Extended Leave

**Summary:** A principle has been established where all employees can request a period of extended leave. Such leave can be taken for the following reasons:

- To visit family or parents who are living abroad
- To participate in international events e.g. Olympic games etc.
- Compassionate reasons, where relatives are ill.

In the latter category you will need to be mindful of the Compassionate Leave / Special Leave documents.

**Who qualifies:** All employees who have 1 year's continuous service with the Council.

Where employees are expected to take leave in school closure periods then these periods should be used for extended leave periods.



**Leave entitlement:** The maximum leave, inclusive of any annual leave, should be no longer than 52 weeks. No more than 2 periods of extended leave will be granted in any 5 year period.

**Further information:** Full details about the impact that leave may have on any accrued rights through length of service, e.g. holiday and sickness pay can be found in the Extended Leave Policy.

## 2.9 Unpaid Leave

**Summary:** The only formal agreements, which entitle employees to unpaid leave, are set out in 2.7 and 2.8 above. There are no other formal procedures or agreements that entitle employees to unpaid leave.

**Who qualifies?:** Beyond the statutory right described in 2.7 above, no employee has the right to unpaid leave. However there are many individual circumstances, which you might feel, qualify for unpaid leave.

For example:

- Retention strategy, an employee may ask for 6 months or a year off for a sabbatical. Unpaid leave may save you recruitment and training costs if you can cover the post with a secondment during the employee's absence. (See Career Break Scheme at section 2.11 below).
- Time off to care for a friend or relative with a terminal illness where all compassionate leave and annual leave has been used up and where either the employee or the manager do not feel it is appropriate to seek approval for continued paid leave.
- Time off to deal with burglaries, fire or flood.

Head Teachers should be mindful to make reasonable, fair and justifiable decisions.

**Leave entitlement:** There are no formulae set down for how long an employee should be granted off work. You need to consider the request for leave and make a reasonable decision about the length of time off.

## 2.10 Religious and Cultural Leave

**Summary:** All employees can make requests for time off for the purpose of observing a religious festival and such requests

should be viewed sympathetically.

**Who qualifies:** All employees.

**Leave entitlement:** Teachers are entitled to paid leave of absence not exceeding 3 days annually to attend a religious ceremony or observe a religious festival. For all other school employees, such time off should normally be taken from an employee's annual leave / flexi-time / time off in lieu or unpaid leave.

Where an employee wishes to make a religious pilgrimage, extended leave arrangements should apply.

**Further information:** Further details can be found in the code of practice on Religion and Belief document.

## 2.11 Career Break

**Summary:** The Career Break Scheme allows employees to seek a break from employment for an extended period of a minimum of 6 months up to 5 years.

**Who qualifies?:** All employees who have at least 12 months service with the Council are eligible to ask for a career break irrespective of whether they work full time, part-time or job share.

Head Teachers should consider requests in conjunction with the Retention Strategy, where the post can be filled by employees taking up secondment opportunities.

**Further information:** Full details of employee eligibility, responsibilities and conditions can be found in the guidelines on Career Break Scheme.

## 2.12 Other Leave

Details of other leave can be found in the following documents:

Special Leave for Teachers.

Special Leave for Support Staff.

### 3. FLEXIBLE WORKING ARRANGEMENTS

#### 3.1 Annualised and Averaged Hours

**Summary:** These arrangements can be used to manage staffing levels where there are peaks and troughs in demand. For annualised hours, the number of hours to be worked for the whole year are calculated (for example, weekly hours multiplied by 52.15 weeks, less holiday hours). Averaged hours is a variation on annualised hours where the hours of work are averaged over a lesser, pre-determined period, for example, 8 weeks, 3 months etc.

Agreement is then reached between the employee and their Head Teacher about when the hours will be worked. This may include evenings and weekends, term time only, at home or at the usual workplace. The hours to be worked may vary on a daily, weekly, monthly, quarterly or seasonal basis. However, employees will usually receive the same amount of pay in every pay period (i.e. equalised pay).

**Who qualifies?:** All employees are eligible to discuss an annual or average hour's arrangement with their manager.

**Arrangements:** Head Teachers are free to negotiate any arrangement they feel is reasonable. Particular attention must be given to the arrangements for pay and the contractual hour's agreement – this may have a significant impact if the employee is on annual leave or sick leave. The contract of employment needs to clearly state the arrangement for the annualised/averaged hours. This includes giving notice to change the working hour's rota.

The arrangements for averaged hours would usually be made on a short-term basis to manage spare capacity because of fluctuations in workload beyond the Head Teacher's control. This arrangement may be piloted before committing to an annual hours contract.

#### **Examples**

- A rota shared between a group of employees
- Extra hours/days worked at peak periods, for example, year end
- Summer/winter working (usually appropriate for outdoor workers)
- Short term arrangement to work an extra 2 hours per day for 2 weeks, then 2 hours per day less than usual over the following 2 weeks.

An example of an Annual hour's calculation for non teaching staff:

37 hours per week multiplied by 52.15 weeks = 1929.55

less 37 hours multiplied by 6.5 weeks = 240.5  
(holiday hours, i.e. 4 weeks annual leave  
plus 2.5 weeks public and discretionary  
holidays)

leaves 1689.05 hours to be worked over 12 months.

**Further information:** There are many variations in the organisation of annualised or averaged hour's contracts. You should note that corporate guidelines have not yet been negotiated with the Council's trade unions on these contracts. Therefore, Personnel advice should be sought so that constructive negotiations can take place with the relevant trade unions as the basis of a local agreement before the scheme is discussed with employees. Single Status negotiations may impact on these *arrangements*.

### 3.2 Part time hours

**Summary:** This is where the duties of a job can be undertaken in 30 hours or less. The postholder may undertake their particular duties on specified days/weeks/months.

**Who qualifies?:** All employees are eligible to be considered for part-time working and should discuss any proposals with their Head Teacher.

**Arrangements:** Head Teachers are free to agree any arrangement they feel is reasonable. However, where a full-time employee wishes to reduce their hours, this will normally be managed through the Job Share scheme.

### 3.3 Term-time working or part year contracts

**Summary:** Term-time working may be full-time or part-time and it gives an employee a contractual right to unpaid leave of absence during school holidays. The contractual right to unpaid leave ensures continuity of service for calculation of holidays and other entitlements.

**Who qualifies?:** All employees are eligible to request a term-time work contract. The needs of the service users must be carefully considered to ensure such a contract does not have a negative impact. This does not apply to teaching staff.

**Examples:**

- An employment contract to work term time only to correspond with the relevant school(s) term dates of the employee's children;
- A tool for schools to manage the cost of full year contracts while schools are closed;
- Retainer pay (half of full pay) may be considered for former manual workers for the period, when the employee is not working. Again, there will be continuity of service;
- The annual salary can be paid over 12/13 weekly payments to ensure regular income;
- An agreement can be made to ensure that annual leave is taken during school holidays only. The annual leave of a term time employee is pro rated.

### 3.4 School hours contracts

**Summary:** School hour's contracts are constructed around the school day and are often term time only. It enables an employee to work from 9.15 a.m. to 2.45 p.m. Where school time arrangements are agreed, Head Teachers must consider service delivery and what will happen with any hours that are not covered.

**Who qualifies?:** All employees are eligible to request a school hour's contract. The needs of the service users must be carefully considered to ensure such a contract does not have a negative impact.

**Arrangements:** Where a request from an individual employee is received, Head Teachers will need to consider the operational requirements to enable teachers on school hour's contracts sufficient directed and preparation time to carry out their duties effectively.

### 3.5 Job Share

**Summary:** The Job Share Scheme allows for all jobs to be shared between two (or very occasionally more) people. Each job

sharer undertakes the full range of duties for the job and each person is paid the same or a similar rate of pay. Job share arrangements may only be refused if there will be detriment to service users or colleagues. Job share arrangements might include working the same days each week, or perhaps one week on, one week off.

**Who qualifies?:** All employees are eligible to be considered for a job share arrangement.

**Arrangements:** Head Teachers are free to agree any arrangement they feel is reasonable, having fully considered the Job Share Scheme.

**Examples:**

- Split day – one sharer works mornings, the other works afternoons
- Split week – one sharer works the first half of the week, the other the second half of the week
- Alternate days
- Alternate weeks.

**Further information:** Full details for Teaching staff can be found in the Job Share for Teachers **or** in respect of Support Staff, the Council's Job Share policy.

### **3.6 Voluntary Reduced Work Time (V-time**

**Summary:** V-Time is a term that has been used to describe a scheme to allow employees to reduce their hours on a voluntary basis by trading income for time off. Any employee can request a voluntary reduction in their standard working hours. The decision as to whether a V-Time arrangement can be agreed will depend upon the practicality of reducing an employee's hours to the degree requested, and for the length of time involved.

**Who qualifies?:** All employees are eligible to apply for a voluntary reduction in hours.

**V-time arrangements:** V-Time can involve either a permanent reduction in hours involving a permanent change in the contract of employment, or a temporary reduction in hours involving a short or long term temporary change to the contract.

## Examples

- Hours reduced from 5 to 4 days per week for one year on return from Maternity Leave;
- Hours reduced from 5 to 3 days per week for 2 months to look after a sick relative;
- Hours reduced from 7.24 to 5.30 per day to collect children from school;
- Hours reduced from 7.24 to 6.24 to care for an elderly relative;
- Hours reduced from 5 to 4 days per week for 6 months prior to retirement;

The reason why the employee has requested a reduction in hours will not normally be taken into account when considering a voluntary reduction in hours. However, particular consideration should be given in the following circumstances:

- When an employee's position is being considered under the provisions of the DDA.
- When a woman is returning from Maternity Leave.

**Re-allocation of hours:** When considering a request for V-Time, the Head Teacher will need to consider the effects on the service. He/she will then have to be satisfied that the nature of the work allowed for the reduction in hours, or that other arrangements could be implemented to ensure that the required work could be done. The options are, therefore, likely to be:

- That the nature of the work is such that there is no need for a re-allocation of work or hours;
- That the work is re-allocated as necessary, without the need for compensatory hours or pay. Where this is agreed, it must be in consultation with those employees affected, and where appropriate, trade union representatives.

If it is considered that the hours need to be replaced, and are either replaced on a permanent or temporary basis, this must be done under the Job Share scheme (i.e., this would not be a V-Time arrangement).

### **Responsibility points:**

The V-time guidelines can also be applied to teachers seeking to temporarily suspend those additional responsibilities linked to responsibility points.

### 3.7 Compressed working week

**Summary:** This is an arrangement whereby the standard working week is compressed into less than 5 (usually 4) days. This means the person works the same number of hours over longer days, but fewer days, each week.

**Who qualifies?:** All employees are eligible to request a compressed working week.

**Examples:**

- 4-day working week with the employee absent on the same day every week (probably the day that has least impact on service delivery)
- 4-day working week with the employee not working on a variety of different days (depending upon the needs of the service);
- 4.5 day working week to allow the employee to undertake other commitments (e.g. caring or personal development not related to work).

### 3.8 Flexiplace/Homeworking Scheme

**Summary:** This allows for regular or occasional work, at or from home. Where a regular arrangement is agreed, a contract of employment must reflect this. Where employees undertake work at home, it is the Head Teacher's responsibility to ensure that a health and safety assessment has been carried out and to ensure insurance cover is adequate.

**Who qualifies?:** All employees are entitled to discuss with their Head Teacher the feasibility of a homeworking arrangement.

**Arrangements:** Where a request from an individual employee is received, Head Teacher should be careful not to agree to casual working from home arrangements to enable employees to deal with domestic responsibilities e.g. breakdown in childcare. This should be dealt with under the Compassionate Leave / Time off for Dependents Leave / Unpaid Leave arrangements.

Similarly, you should be careful not to agree casual working from home arrangements in the event of bad weather / petrol crisis. A corporate decision has been made that all employees should be treated the same and that inability to attend work should be



managed through annual leave, flexi-time, time off in lieu or unpaid leave.

Working from home: This will be an arrangement where an employee goes straight 'on site' rather than beginning the day at the school. This will normally happen when the employee lives nearer to the site where the work is scheduled, than to the school stated in the employment contract.

Where this arrangement is made, there should be a supplement to the contract of employment clearly stating the agreement, including whether the agreement covers ad hoc, regular or permanent working from home. In these cases, there **MUST** be a system for ensuring employees are safe at the end of the working day (perhaps a phone call to 'clock out' when leaving the site).

Working at home: This will be an arrangement where an employee undertakes work at their home. This arrangement may be made on an ad hoc, regular, or permanent basis. Whatever the arrangement, it should be documented as a supplement to the contract of employment. Where an employee undertakes work at home, the Head Teacher has an obligation to ensure a risk assessment is undertaken – this requires a 'competent person' to document a health and safety check. The risk assessment is required whether or not the employee has School equipment in their home. Where a person's work requires them to have School equipment in their home, the Head Teacher is obliged to ensure that the relevant safety checks have been undertaken and that equipment (for example a desk) is installed appropriately.

### **3.9 Flexible Working Hours Scheme (Flexitime) -**

**Summary:** The Council's Flexible Working Hours Scheme is detailed in the Local Scheme of Conditions of Service. Briefly, the Scheme allows for flexible start and finish times at the beginning and end of the working day and over lunchtime. The Scheme also allows for the accumulation of time that can then be taken off by agreement with management.

**Who qualifies?:** The Scheme applies to the majority of office-based posts at the discretion of management. Access to the Scheme is dependent upon the needs of the service user.

**Arrangements:**

- Employees may begin work between 7.30am and 10.00am

- Employees must work during the core times of 10.00am to 11.45am and 2.15pm to 4.00pm
- Employees must take a lunch break of not less than 30 minutes each day
- Employees may leave work between 4.00pm and 6.30pm.

**Note:** Employees engaged on contracts for anything less than full time hours are entitled to have access to the same provisions (as well as training, leave and other provisions) as full time employees.

**Further information:** Contact the Human Resources team.

## **Management of Requests for Flexible Working**

All requests must be in writing and must specify:

- The arrangement required.
- Consideration of how the new arrangement can be managed within the team/school and anticipated workloads.
- The duration of the proposed arrangement.

Where a request from an individual employee is received, the Head Teacher will need to have consultation and dialogue with the relevant trade unions to give them the opportunity to feed back their comments so that any concerns about the impact on other staff in the workplace can be taken on board before making a decision.

In reaching a decision, Head Teacher will need to balance service needs with employee needs. Within 4 weeks of receipt of the request the Head Teacher should invite the employee to discuss their application for flexible working, and should respect the employee's right not to disclose the reason. The decision will not rest on the employee giving this information. Seniority or supervisory responsibility will not exclude posts from consideration for flexible working arrangements.

### **The Grounds for Refusal**

Each application should be considered individually on its merits by the Head Teacher. The employee's Head Teacher will decide upon the feasibility of reducing the employee's hours, and the effect of the reduction on the delivery of the required service.

Possible grounds for refusal must be reasonable and justifiable.

These may include:

- The burden of additional costs.
- The detrimental effect on performance.
- The detrimental effect on work colleagues.
- The insufficiency of work during the periods the employee proposes to work.
- Imminent structural changes that make a decision at this stage inappropriate.

## **Appeals**

Any grievance raised by an employee regarding their application for flexible working arrangements should be taken up with the Head Teacher. The Chair of Governors will hear any appeal with the advice of the Head of Learning.

## **Review Period**

It is recommended that an agreed review date is set when the flexible arrangement begins. Arrangements introduced on a pilot basis will normally be reviewed within a 12 month period. It may not be possible for the right to return to full-time working to be guaranteed if the arrangement has no end date.

## **Ending Arrangements**

In order to end arrangements, a minimum of one month's notice must be given by either side. Head Teachers and staff will be encouraged to have early discussions if they feel that the arrangement is not working out.

## **Leave and Pay**

It is important that the Payroll Personnel Administration Unit is advised of any arrangements, as soon as they occur so they can advise employees on leave entitlements and adjustments to pay.

## **Pension**

Employees seeking to move to flexible working arrangements should be advised to seek advice from the Teachers' Pension/ Local Government Pension or the Financial Services Officer in the Employment Agency to find out the effect that these arrangements may have on their pension if s/he is in the Pension Scheme.

## 5. INFORMATION, ADVICE AND SUPPORT

### 5.1 Employee Networks

Employee Networks that are active are:

#### **Black & Minority Ethnic Employee Network**

The contact for this network is 860 2858 (01484 416858).

#### **Disabled Peoples Network**

This group is not meeting at the moment but there are plans to revive it shortly.

#### **Lesbian, Gay & Bisexual Network**

The contact for this network is 860 6492 (01484 226492).

#### **Youth Network**

The contact for this network is 860 5137 (01484 225137).

#### **Working Carers Support Network**

The contact for this network is 860 2068 (01484 222068).

### 5.2 Useful contacts

Human Resources

860 5213	01484 225213
860 5276	01484 225276

Payroll Personnel Admin Unit

860 2085	01484 222085
860 5193	01484 225193

#### **Equal Opportunities Contacts:**

Rob Wood	01484 225279
Pension Queries	01484 225098
Kirklees Early Years Service (KEYS)	01484 225741
Kirklees Employee Healthcare Unit	01484 226424

Kirklees Information Points	Huddersfield – 01484 22 3000 Dewsbury – 01924 325070 Cleckheaton – 01924 325072 Batley – 01924 326336 Marsden – 01484 845595
Benefits Advice Centre	01924 326010 –Batley 01484 425240 –Huddersfield
Freeline Benefits Agency	0800 666555
Dept. of Social Security	Huddersfield 01484 484500 Dewsbury 01924 436800
Princess Royal Community Health Centre	01484 - 344260
Citizens Advice Bureau	01484 - 425240
British Pregnancy Advice Service	01132 - 2443861
National Childbirth Trust (Batley)	01924 - 478476
National Childbirth Trust (Huddersfield)	01484 - 651552

# REQUEST FOR FLEXIBLE WORKING ARRANGEMENTS

Name \_\_\_\_\_

Post Title: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Service: \_\_\_\_\_

I would like to apply for flexible working arrangements as follows:

(Please tick as appropriate)

- Job Share
- Annualised or Averaged Hours
- Term Time or part year working
- School hours working
- Compressed working week
- Voluntary reduced hours
- Flexiplace /Homeworking

Other – please describe:

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Date of proposed change: \_\_\_\_\_

Please give some brief details of the pattern of working you would wish to change to.

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Please state what impact you think the new arrangement will have on your work and your team and how any problems may be overcome. Describe any discussions you have had with colleagues and other stakeholders to solve any problems that may be caused by the new arrangements.

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Signed (employee) \_\_\_\_\_ Date \_\_\_\_\_

If you have made a request before, please provide the date of your last request.

Date of last request: \_\_\_\_\_

Please forward this to your Head of Department for consideration.

Head of Department's comments:

I have consulted with the relevant trade union (please tick box to confirm)

Signed (Head of Department) \_\_\_\_\_

Date: \_\_\_\_\_

Please forward this to Headteacher

Headteacher's Decision:

- Allowed
- Disallowed (give reason)

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Confirmation of decision sent to employee

If approved as a pilot, the date the arrangements will be reviewed: \_\_\_\_\_

Signed (Headteacher) \_\_\_\_\_

Date \_\_\_\_\_

**NB: Please forward this form to the Payroll Personnel Admin Unit section, 6<sup>th</sup> Floor, Oldgate House, 2 Oldgate, Huddersfield.**