



## SEVENOAKS DAY NURSERY

### Flexible Working

#### Eligibility

This policy is available to all staff irrespective of gender, service and position who have 26 weeks of employment with SDN.

#### Entitlement

The opportunities for flexible working will depend on the needs of the nursery but we recognise that staff may be interested in:

- A change to the number of hours worked
- A change to the times required to work your normal hours

The Employment Rights Act 2002 does not provide you with an automatic right to work flexible hours. As the nursery requires cover between the hours of 8 am and 6 pm a change in your contract may be difficult to accommodate.

The nursery will not reject any requests for flexible working without first considering whether arrangements can be made to accommodate them.

If the nursery agrees to the change in the number of hours worked you will be offered an appropriately adjusted contract of employment stating your new terms and conditions. This means that once the change has been made you cannot revert to the previous terms and conditions until a full-time position becomes available. You will be given notice in writing to this effect. You may make further applications for variations provided you still meet the eligibility conditions.

#### Procedure

You must make an initial application to your manager in writing stating:

- The date
- How you meet the eligibility conditions
- Whether a previous application has been made.
- The change applied for and the proposed start date.
- The effect you think it will have on the nursery and how any such effect could be dealt with.

Within 28 days of receipt of your application you will be given the answer in writing. If the request cannot be accommodated full reasons will be given. Only one application can be made every twelve months.

### **Appeal**

You have the right of appeal and rules laid down in the staff grievance procedure should be followed.

This policy was adopted at a meeting of the Trustees of Sevenoaks Day Nursery on 12<sup>th</sup> October 2011.

A handwritten signature in black ink, appearing to read 'Susan Dreksler', with a horizontal line extending to the right.

Susan Dreksler  
Chair