



SEVENOAKS DAY NURSERY

Flexible Working

Eligibility

This policy, amended to conform with 'The Flexible Working (Amendment) Regulations 2023' act which came into force on 6th April, 2024, is available to all staff irrespective of gender, service and position.

Entitlement

The opportunities for flexible working will depend on the needs of the nursery but we recognise that staff may be interested in changes to their working patterns or hours, including part time, flexi-time, term time, compressed hours and adjusting start and finish times, as well as location; for example, working from home. The Employment Rights Act 2002 does not provide you with an automatic right to flexible working. As the nursery requires cover between the hours of 8 am and 6 pm, five days a week, 51 weeks a year, a change in your contract may be difficult to accommodate, but we will look at how we could make it work.

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

If the nursery agrees to change your working pattern 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 such a position becomes available. You will be given notice in writing to this effect.

Procedure

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

- The date of your application.
- Whether a previous application has been made and, if so, when.
- The change applied for and the proposed start date.

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. A maximum of two applications can be made in every twelve-month period.

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 12th October 2011 and amended in April 2024

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

Susan Dreksler
Chair