



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 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 the requestor and considering whether arrangements can be made to accommodate them.

If the Nursery agrees to a change in an individual's working pattern they will be offered an appropriately adjusted contract of employment stating their new terms and conditions. This means that once the change has been made, they cannot revert to the previous terms and conditions until such a position becomes available. They will be given notice in writing to this effect.

Procedure

An initial application to the Manager must be made in writing stating:

- The date of 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 the application an answer will be given 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

Staff 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 updated in July 2025.

A handwritten signature in black ink, appearing to read 'Stephanie Jenkinson', with a long horizontal flourish extending to the right.

Stephanie Jenkinson
Chair