



Flexible Working

It is Pillar Kincardine policy to assist staff to strike a balance between work and family commitments, and to make them aware of their rights as employees. We recognise the importance to employees of flexible working arrangements such as job-sharing, part-time working, annualised hours, flexitime, and working from home, etc. In turn we expect employees to recognise that staffing levels and deployment must at all times remain in line with the demands of the organisation and the services it provides.

Entitlement

Pillar Kincardine employees with 26 weeks' or more service have the right to request flexible working if they have

- parental responsibility for a child under the age of seventeen (18 where the child is disabled)
OR
- caring responsibilities for an adult aged eighteen or over.

While it is Pillar Kincardine's policy to be flexible on working patterns for all of its employees, there may be situations where precedence has to be given to those who are legally eligible for this right. However, there is no automatic right for employees to change to any of the flexible working patterns available.

Procedure

Subject to the above, all staff will be considered for flexible working regardless of their age, sex, sexual orientation, race, religion or belief; or whether they have a disability; their level of seniority; their current working pattern; or whether they are employed on a permanent or fixed-term basis. Each application will be considered on the basis of the particular work involved and any detrimental effect the change could have on individual, team or organisational needs.

Refusal of leave

Employees who have their request for flexible working declined have a right of appeal to the Board of Directors. This must be made in writing within 14 days of their being notified of the decision. The aim of the appeal is to encourage both parties to reach a satisfactory outcome to the request.