



February 2024 Flexible working Policy



213 SOHO ROAD BIRMINGHAM B21 9SX



www.yenaa.co.uk



0121 6616 331



operations@yenaa.co.uk

Policy Checklist	
Date of Implementation	Feb 24
Date of Last Review	Feb 26
Date of Next Review	Feb 28

Yenaa Housing: Flexible Working Policy

1. Introduction

Yenaa Housing is committed to supporting a work-life balance for its employees and recognises that flexible working arrangements can contribute to improved employee well-being, productivity, and engagement. This policy outlines the process for requesting and implementing flexible working arrangements, ensuring compliance with current legislation and regulations.

2. Scope

This policy applies to all Yenaa Housing employees, regardless of their employment status (full-time, part-time, fixed term, etc.) or length of service, from their first day of employment.

3. Definition of Flexible Working

Flexible working refers to a range of working arrangements that differ from the standard full-time, fixed-location employment model. Examples of flexible working arrangements include, but are not limited to:

- Part-time working: Reduced working hours compared to full-time hours.
- Job sharing: Two employees sharing the responsibilities of one full-time position.
- Compressed hours: Working full-time hours over fewer days.
- Flextime: Variable start and finish times, with core hours that must be worked.
- Remote working (working from home): Performing work duties from a location other than the employer's premises, either on a regular or ad-hoc basis.
- Hybrid working: A combination of remote and office-based work.
- Staggered hours: Different start, finish and break times from other workers.

4. Legal Framework

This policy is compliant with the Employment Rights Act 1996, the Flexible Working Regulations, and the Equality Act 2010, and any subsequent amendments.

5. Eligibility

All employees have the right to request flexible working arrangements from their first day of employment.

6. Making a Request

- Employees must submit a written request to their line manager, clearly stating:
- The flexible working arrangement being requested (e.g., part-time working, remote working).
- The proposed start date.
- The potential impact of the change on the business and how those impacts can be mitigated.
- Whether a previous application for flexible working has been made, and if so, when.
- Yenaa Housing provides a standard request form to ensure consistency and clarity.
- Employees are encouraged to discuss their request informally with their line manager before submitting a formal application.

7. The Review Process

Upon receiving a request, the line manager will arrange a meeting with the employee to discuss the request in detail. This meeting should take place within a reasonable timeframe, typically within 28 days of the request being submitted.

The meeting will provide an opportunity to:

- Clarify the details of the request.
- Discuss the potential impact of the request on the employee, the team, and the wider organisation.
- Explore alternative flexible working arrangements that may be suitable.

The line manager will carefully consider the request, taking into account the needs of the employee and the operational requirements of the business.

8. Grounds for Refusal

Yenaa Housing will only refuse a flexible working request if there is a sound business reason for doing so. Legitimate business reasons for refusal, as defined by the Employment Rights Act 1996, include:

- The burden of additional costs.
- Detrimental effect on the ability to meet Residents demand.
- Inability to reorganise work among existing staff.
- Inability to recruit additional staff.
- Detrimental impact on quality.
- Detrimental impact on performance.
- Insufficiency of work during the periods the employee proposes to work.

- Planned structural changes.

Any refusal will be communicated to the employee in writing, clearly stating the business reason(s) for the decision and providing an explanation as to why the reason(s) apply in the specific circumstances.

9. Appeal Process

Employees have the right to appeal a decision to refuse their flexible working request. To appeal, the employee must submit a written appeal to Designated Senior Manager within 14 days of receiving the refusal.

The appeal will be reviewed by a more senior manager who was not involved in the original decision. A meeting will be arranged with the employee to discuss the appeal, and a decision will be communicated in writing within a reasonable timeframe, typically within 28 days of receiving the appeal.

10. Trial Periods

Where a flexible working arrangement is approved, a trial period may be implemented to assess its effectiveness. The length of the trial period will be agreed upon between the employee and the line manager, and will be regularly reviewed.

11. Changes to Flexible Working Arrangements

Either the employee or Yenaa Housing can request changes to the agreed flexible working arrangement. Any proposed changes must be discussed and agreed upon in writing.

Yenaa Housing will provide reasonable notice of any changes to flexible working arrangements, except in exceptional circumstances.

12. Equality and Non-Discrimination

Yenaa Housing is committed to ensuring that all employees are treated fairly and equitably in relation to flexible working. Decisions regarding flexible working requests will be made without discrimination on the grounds of any protected characteristic, as defined by the Equality Act 2010.

13. Review of Policy

This policy will be reviewed regularly to ensure it remains compliant with current legislation and reflects best practice.

14. Monitoring

Yenaa Housing will monitor the implementation of this policy to ensure its effectiveness and to identify any areas for improvement.

