

Creative Lives is committed to considering flexible patterns of working to help balance work and home life wherever possible. We believe that it is in the best interests of Creative Lives, and those of all who work here to ensure that the skills and knowledge of employees are retained within the organisation. To this end, within the framework of the law and where business requirements allow, we are committed to considering and achieving flexible working patterns.

Eligibility

Any employee can make a request to Creative Lives to consider flexible working following successful completion of their probationary period. This policy covers a request for a permanent change to your working pattern for temporary changes please discuss with your line manager.

Scope

Employees will be able to request:

- a change to the hours they work.
- a change to the times they are required to work.

This covers working patterns such as annualised hours, compressed hours, flexitime, homeworking, job sharing, self-rostering, shift working, staggered hours and term-time working.

Procedure

In the first instance employees should request a meeting with their line manager to discuss their proposed changes looking at the following

- a. The change in working pattern requested.
- b. How the change would impact on the organisation and how you think that could be dealt with.
- c. When you would like the change to take effect from.

Your Line Manager should meet with you within 28 days of receiving your request to discuss the requested work pattern in depth and how best it might be accommodated. It will also be an opportunity to discuss and consider other alternative working patterns. Employees have the right to be accompanied at the meeting.

If your line manager is in support of the proposed changes, you will then need to write to the CEO, detailing your proposed changes and requesting a permanent change to your contract.

Within 14 days the CEO will write to you either agreeing to a new working pattern and a start date; or refusing your request with the provision of a clear business reason why the application cannot be accepted. You will have the right to appeal against this decision and any appeal should be made in writing and within 14 days of receiving the decision from the CEO. Any appeal will follow the relevant section of the Grievance Procedure.

If your request is accepted, it will mean a permanent change to your terms and conditions of employment. It is important therefore that before making a request you give careful consideration to which working pattern will work best for you; the financial implications it may have on your salary; and any effects it will have on Creative Lives business.

Employees will only be able to make one application per year.

Creative Lives may refuse a request only for business reasons outlined in the statutory guidance on flexible work.

Approved by the Creative Lives Board of Directors, July 2023 Review by July 2025