

THE KILMARNOCK LEISURE CENTRE TRUST
T/A
THE GALLEON CENTRE



RIGHT TO FLEXIBLE WORKING

The Policy

This policy outlines Employees' entitlement to request a different working pattern if they meet specific criteria and comply with statutory requirements.

Further information on flexible working can be sought by asking the Office Managers or Senior Management.

The Policy in Operation

Eligibility

In order to make a request for the statutory right to request flexible working an individual must:

- be an Employee;
- have worked for the KLCT continuously for a minimum of 26 weeks at the date the application is made; and
- not have made another application to work flexibly under the right during the past 12 months

Scope of a Request

Eligible Employees are entitled to request:

- a change to the hours they work
- a change to the times when they are required to work
- to work from home

It is important for Employees to recognise that their right to request a change in their contractual working patterns refers to a **permanent** change to their contracted terms. Whilst every effort will be made to accommodate requests to revert to the original working pattern, this cannot be guaranteed in the first year of the change to the contract of employment. A fresh application to revert to the original terms cannot be considered under the statutory scheme until 12 months have elapsed from the initial application.

The fresh application will be considered in accordance with the KLCT's obligations in statute and in the light of the employment situation within the KLCT at the time.

The Procedure

Any requests for flexible working must be made by the Employee in writing. The written request should set out the working patterns that the Employee is requesting, outline the

impact the requested change will have on the Employee's workplace and suggest how the change may be accommodated by the KLCT.

The Company shall deal with the application reasonably and shall notify the Employee of its decision within 3 months following receipt of the request. The decision period may be extended by agreement in advance of the expiry of the 3 month time frame or retrospectively.

Appeals

An Employee can appeal against the KLCT's decision to refuse an application by giving written notice of the grounds of appeal within 14 days after the date on which notice of the decision is given.

The KLCT will hold a meeting with the Employee to discuss the appeal within 14 days after the Employee has given notice. The KLCT will notify the Employee in writing of its decision on the appeal within 14 days after the date of the hearing. The Employee may bring a fellow worker as a companion to the appeal hearing.

All requests, including any appeals, will be considered and decided upon within three months of receipt of the application.