



Flexible Working – Guidance for Employees

Purpose of Notes

The purpose of these notes is to provide guidance to employees on making formal requests for flexible working.

Flexible working arrangements can be beneficial to both employees and the University. Finding the right work-life balance is important for all of us in terms of motivation and commitment to our work.

General advice on flexible working

You have a legal right to request flexible working from day one of employment and have that request fully considered. The decision to accept any request for flexible working is at the discretion of your manager, considering all of the relevant factors, such as the impact on service provision or impact on colleagues. Your manager is also obliged to consider each case on its own merits at the time it is received.

When you make a flexible working request, you are requesting a permanent change to your terms and conditions of employment. This means that you cannot automatically revert to your previous hours in the future, although this will always be considered. To do so would require another formal request.

If you only require a change to your working arrangements on a temporary basis, perhaps to deal with a short term or urgent situation, discuss this with your manager in the first instance. It may be possible to accommodate such a request on an informal basis.

If you are working here on a visa, please contact People.GlobalMobility@manchester.ac.uk prior to making a request as any change to your contract may affect your visa.

You do not have to explain the reasons for your request, but it may help your manager to understand your needs in order to explore the best ways to meet them.

The process

All requests will be considered as quickly as possible, with a decision reached and communicated ideally within one calendar month of the manager receiving the request, unless there are exceptional circumstances for why this is not possible, in which you will be kept updated by your manager. However, any decision (including appeal) must be concluded within a maximum period of two calendar months.

Once a request is made, your manager should arrange to meet with you as soon as practicably possible. You can be accompanied to this meeting by a trade union representative or work colleague.

The aim of the consultation meeting is to explore the request in detail, the potential benefits of the request, the impact it may have on the service or the rest of the team, and how it might be accommodated.

The meeting should also provide the opportunity to ensure that the proposal put forward is the best solution – and explore options. Your manager may discuss other alternative working arrangements with you. If there is any doubt whether a particular arrangement will work in practice, your manager may also suggest a trial period, normally for between one and three months. You are also free to request a trial period.

Before making a decision, your manager will need to consider:

- the impact of the potential changes on the University, students or employees
- your needs and requirements
- if applicable, how the work will be covered or managed
- whether a trial period is appropriate
- any budget implications.

Having considered the changes requested and weighing up the advantages, employee wellbeing, possible costs and potential logistical implications of granting the request, your manager will confirm their decision to you in writing. They may:

- accept the request and agree with you a start date / any other action
- propose a trial period in order for a decision to be made in due course
- reject your request, setting out clear business reasons and the appeals process.

If the request is accepted, you can agree a mutually acceptable start date for the new arrangements. Once accepted the new arrangement becomes a contractual change to terms and conditions of employment.

If you agree a trial period, the length of this will be agreed with you, and a formal date will be set for review. Normally, trials last between one month and three, but this may vary according to the type of work that you do. For example, if your role is typically quiet during the Summer, it would be sensible to review the impact over a longer period.

If a request is agreed, your manager will notify Employment Services within the People Directorate and the contractual changes will be confirmed in writing.

Managing flexible working

Where flexible working is agreed, the key to making it a success is effective communication. The most important factor is that the work is completed to the necessary standards – not when and where the work is completed.

If your request is accepted, you may wish to consider:

- how you would like to communicate your new working arrangements to colleagues
- agree with your manager how you would like to be kept up to date in any periods when you are not working (for example, during term time only arrangements)
- mutually review objectives and workloads to identify if any changes are required.

Frequently Asked Questions

One of my team works flexibly. I would like the same working pattern. Will that be allowed?

This very much depends on the circumstances. Agreeing to flexible working for one employee does not set a precedent that similar requests can be accepted. If there are a number of other colleagues already working flexibly in your area, your manager may be unable to approve any further requests based on the impact on the University.

I made a request for flexible working six months ago. My circumstances have changed, and I would like to make another request. Is this possible?

Yes, employees can make two requests in every 12-month period. If you have submitted a flexible working request within this period you must wait until that one has been considered and any appeal has been dealt with, before submitting another.

I want to request flexible working but I have not yet worked for the University for 26 weeks. Is this possible?

Yes, employees have the right to request flexible working from day one of employment.

What will happen if the flexible working arrangements don't work in practice?

Ideally, this should not happen. Where there is any doubt, a trial period should be used to check the mutual suitability of the new arrangements. In the event that problems do arise, discuss them with your manager at the earliest opportunity.

I would like to work from home. Does this need to be considered as a flexible working request?

If this is a permanent request to work from home on a regular basis you are required to make this a formal request.

PS staff can informally discuss with their line manager what home working options may be available, taking into consideration the nature of their role, via the new [Hybrid Working Framework](#).

For our non-PS staff, if you simply want to work from home on an occasional basis for any reason, this can be an informal agreement between you and your manager.

I am due to go on maternity leave / adoption leave / shared parental leave. I want to work flexibly on my return. When should I make an application?

It is a good idea to talk to your manager informally prior to your leave commencing so that you can both begin making plans. You can choose to make your formal request before you leave, or a few months before your return.

I currently have a flexible working arrangement. I want to apply for an internal post. Will my arrangement automatically transfer?

Normally, when you apply for a new role, it will be for the hours and working arrangements advertised. If you would like to work flexibly, please state this in your application and it may be something you can discuss further with the hiring manager.

I want flexible working while my children are young, but I may not always want or need to do this. How would this work in practice?

When you apply for flexible working, it is a permanent arrangement. There is no automatic right to change in the future. However, you can make another request and it will be fully and reasonably considered with reference to the situation at the time. Whether the request can be agreed may depend on a range of factors, including for example whether someone else was recruited in the event of part time or job share working.

I am an academic / research member of staff (with teaching responsibilities), how do I notify the Faculty Scheduling team about teaching availability as part of an agreed flexible working arrangement?

*It is important that your academic line manager completes and submits the on-line form using the link below regarding your agreed teaching availability. **Please note**, it is your manager's responsibility to ensure the currency and accuracy of your teaching availability is correct, so please do liaise with your academic line manager.*

Teaching Availability On-line Form:

<https://forms.office.com/e/msiNV2Lqa6>

I am an academic / research member of staff (with teaching responsibilities), what if I need to change my flexible working arrangement mid-semester?

It is strongly recommended that you liaise with your academic line manager and for them to contact your Faculty Scheduling team for an impact assessment for a proposed flexible working agreement before it is agreed, to assess the impact on teaching delivery.

I have an existing flexible working arrangement in place that is no longer required / expired (if temporary) and no longer required / or still valid but needs to be changed due to my circumstances, who do I notify?

The People Services team. However, if you are an academic / research member of staff (with teaching responsibilities) you will also need to liaise with your academic line manager who will need to notify your relevant Faculty Scheduling team* too, **if your teaching availabilities for timetabling purposes have also changed**. Also, if the flexible working arrangement is still valid, but changed, your academic line manager will also need to complete the online form (below – **if your teaching availabilities have changed**) and the information submitted will supersede any previous information held by the Faculty Scheduling team regarding your teaching availability.

*Please note – when notifying the Faculty Scheduling team, in line with GDPR guidance, no sensitive or confidential information must be shared surrounding the nature of the change.

<https://forms.office.com/e/msiNV2Lqa6>

Related Documents

[Flexible Working Policy and Procedure.](#)

[ACAS Code of Practice 2024](#)