

# FLEXIBLE WORKING THAT'S ALL ABOUT YOU

At Wesleyan, we know the importance of finding the right work/life balance. That's why we support all our people with a flexible working policy that gives you more control over how you work.

At the heart of our policy is our day-to-day approach to **Smart Working**. It means that work takes place at the most effective time and place, considering your needs as well as those of the task, the customer and the team.

More than that though, we also offer flexible working arrangements that help you balance work with other priorities in life. That could mean making changes to your contract to accommodate parenting or caring responsibilities, or reducing hours to wind down towards retirement.

Different types of job role will naturally suit different types of flexible working, but we'll always try to find a solution that works for everyone.

## WHO CAN MAKE A FLEXIBLE WORKING REQUEST?

All Wesleyan employees, including those in our subsidiary companies, can make a flexible working request from day one.

## HOW TO MAKE A FLEXIBLE WORKING REQUEST

If you want to change your working arrangements at any point, you'll need to speak to your manager.

In some cases, your manager may be able to agree to your request straight away, without the need for a contract change. This could be the case for:

- ▶ Small changes to your working pattern over a short period of time
- ▶ Any requests that fit our smart working or hours of work policies

For bigger changes to your working arrangements, your manager will work with

you to see how best this can be supported. They will consider the working pattern or arrangements you are requesting, but may suggest alternative ideas depending on the impact on the team and the business.

This is a good chance to discuss any potential variations of your request and consider if they could work for you.

You will receive your manager's decision in writing. If your manager needs further time to consider your request, they will keep you updated.

## **FLEXIBLE WORKING TRIAL PERIODS**

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If your manager agrees to your flexible working request, your new arrangement will start with a three-month trial – just to make sure it works for all parties.

Throughout the trial period, you'll be invited to share feedback on how the change is working, and to consider any further support required.

If the trial goes well, your new arrangement can be agreed either permanently, or for a further fixed period.

On the rare occasion a trial is unsuccessful, you will return to your original contractual hours and working arrangements.

Your manager will keep you informed throughout the trial period if your trial is likely to be unsuccessful. They will explain the reasons why, and whether any alternative solutions can be considered.

## **MAKING AN APPEAL**

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If your flexible working request is declined, you can appeal. You will need to appeal in writing within five working days of receiving your outcome letter.

Your appeal letter should state why you feel your request should have been granted, and should include any new or additional information that may support your request.

You will then be invited to a meeting with a different, independent manager. You can ask a colleague or an accredited trade union official to come to the meeting with you. A note taker will also attend.

The appeal manager can either change or agree with the original manager's decision, and will give you their decision in writing following the meeting. Either way, a final decision will be reached.