



Flexible Working Policy

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2.1	Feb 18	Risk Team	A	Document formatted – New visual identity
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Staff Summary

This policy clarifies the position and governing principles relating to the management of flexible working requests within the Yorkshire Ambulance service (YAS). YAS is committed to helping staff improve their working lives and to balance their responsibilities at work with their personal commitments.

This approach has a direct impact on the recruitment and retention of staff and can positively impact on engagement, morale and absence levels. This policy promotes and formalises the commitment of the Trust and its managers to this approach. The Trust believes that helping our employees to achieve a good work life balance is integral to ensuring employee engagement and motivation to provide the best quality patient care possible.

Equally it is presumed that all employees recognise the need for the organisation to be able to balance their needs with the requirement to maintain a responsive 24-hour service.

1. Introduction

- 1.1 The Trust recognises it has a duty of care to consider flexible working requests and ensure a healthy work life balance for its employees.
- 1.2 This policy and accompanying management guidance outlines the framework specifically for dealing with flexible working requests, and clarifies the support and services available to our employees.
- 1.3 The Trust recognises that by having a wide range of flexible working options available it can better deliver services to patients whilst improving employee wellbeing.
- 1.4 There are many different types of flexible working that are outlined in more detail in the accompanying management guidance.
- 1.5 Whilst employees who are parents or carers have a statutory right to apply for flexible working the Trust has taken the decision to extend this benefit to all employees from the start of their employment with the organisation.

2. Principles

- 2.1 This policy and the accompanying management guidance document have been created to ensure fair and equitable consideration being given to flexible working requests within the Trust. This policy is also designed to ensure clear guidance is in place for managers when dealing with flexible working requests.
- 2.2 Employees should be aware that if their flexible working application is approved the variation in contractual terms is a permanent one and there is no automatic right to change back to previous patterns of work, unless the application seeks the variation for a specified time period only. A trial period may be agreed to ensure that the new arrangements are suitable for both employer and employee.
- 2.3 Work-Life Balance is about achieving a balance between work requirements and

home life to the mutual benefit of both the organisation and the individual.

2.4 All applications / responses in relation to flexible working requests need to be made in writing to the line manager.

2.5 Meetings to discuss flexible working requests should be arranged within 28 days of receipt.

2.6 An employee cannot make more than one application for flexible working within a 12 month period except where personal circumstances change and they have a statutory right to make a further request.

3. Process for review and revision

This policy will be reviewed in five years' time unless legislative or other changes necessitate an earlier review.

4. Associated Documentation

This document should be read in line with the following documents:-

- Flexible Working - Management Guidance Document

5. Monitoring Compliance with this Policy

The number of part time staff employed by the organisation will be regularly monitored by the People and Engagement DMT. Records will be kept of the number of applications received, agreed and rejected.

6. Implementation Plan

This policy will be communicated via the following mechanisms:-

- Operational Update
- Locality meetings
- Trust intranet