

Annual Leave and Flexible Working Policy

Contents

Annual Leave Policy.....	2
1. The Holiday Year.....	2
2. Holiday Entitlement.....	2
3. Booking Leave	2
4. Unused Holiday.....	2
Flexible Working Policy.....	3
1. Introduction	3
2. Requests for flexible working	3
3. Meeting to discuss a flexible working request.....	4
4. Outcome of a flexible working request	4
5. Reasons for turning down a flexible working request.....	4
6. Flexible working requests that are granted	5
7. Timescales	5
8. Problems with a flexible working request.....	5

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Annual Leave Policy

1. The Holiday Year

The holiday year runs from 1st January to 31st December.

2. Holiday Entitlement

Statutory Bank holidays are additional to your entitlement of working days set out in your employment contract. This will usually be 25 days per annum for a full-time employee (pro rata for the holiday year in which your employment begins). Some employees will be on term time contracts, which mean that the employee will not be entitled to take holiday in term time but will be on annual leave for the duration of school holidays as agreed with their line manager.

Holidays not taken in the year of entitlement cannot normally be carried forward or paid out in lieu.

3. Booking Leave

Please apply for annual leave by emailing your Line Manager with at least 6 weeks' notice. If annual leave is taken during term time, cover needs to be planned carefully.

Please note that TalentEd reserves the right to request you to take or to decline your application for holiday at such times as may be necessary to suit organisational and/or operational requirements.

4. Unused Holiday

If you leave TalentEd before using your holiday entitlement, any outstanding accrued holiday will be paid with your final salary. However, you may be requested to take any of this unused holiday during your period of notice. If you leave and have taken more than your accrued holiday entitlement, the shortfall will be deducted from your final salary or any other amounts due to you by TalentEd

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Flexible Working Policy

1. Introduction

All employees who have a minimum of 26 weeks' continuous service have the right to request flexible working and to have their request considered seriously by their employer.

TalentEd wants to create a flexible working environment so that employees can achieve good work/life balance while delivering the best possible outcomes for the young people we support.

Working in the office is good for the team but working from home is possible if requested. This may be particularly the case if travelling to the office and then to a school takes considerable time.

School Relations/Tutor Relations Managers do need to be 'on call' during office hours and when sessions are running. Ideally, this would be in the office but working from home or while travelling is also acceptable as long as this is agreed by the Line Manager and in line with 'business needs'.

Other staff (or School Relations/Tutor Relations Managers outside of sessions time/term time) may choose amended working times (e.g. start early and finish early) subject to agreement by The Line Manager.

Time Off in Lieu should be taken within a fortnight. No more than 3 days of TOIL should be accrued without being taken. TOIL should be recorded on a weekly basis in writing with the Line Manager.

2. Requests for flexible working

A request for flexible working could include a request for a change to the number of hours that the employee works, a request for a change to the pattern of hours worked, a request to job share or a request to perform some or all work from the employee's home.

All requests must be made in writing by email or letter to your line manager. Any request made under this policy must include:

- the date of the application;
- the changes that the employee is seeking to his/her terms and conditions;
- the date on which the employee would like the terms and conditions to come into effect;
- what effect the employee thinks the requested change would have on the organisation;
- how, in his/her opinion, any such effect might be dealt with;
- a statement that this is a statutory request;

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- whether or not the employee has made a previous application for flexible working; and
- if the employee has made a previous request, when the employee made that application.

Where the request is being made by a disabled person as part of a request for a reasonable adjustment to his/her working arrangements, the employee should state this in the written application.

3. Meeting to discuss a flexible working request

Once the line manager receives the request, it will be dealt with as soon as possible, but no later than the deadline set out below. The line manager will usually arrange a meeting to deal with the request. Where a request can without further discussion be approved in the terms stated in the employee's written application, a meeting will not be necessary.

An employee should be given the right to be accompanied by a work colleague at any flexible working meeting. The aim of the meeting is to find out more about the proposed working arrangements and how they could be of benefit to both the employee and organisation.

4. Outcome of a flexible working request

After the meeting, the line manager will consider the proposed flexible working arrangements carefully, weighing up the potential benefits to the employee and to the organisation against any adverse impact of implementing the changes. Each request will be considered on a case-by-case basis: agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to his/her working pattern.

The employee will be informed in writing of the decision as soon as is reasonably practicable after the meeting, but no later than the deadline set out below. The request may be granted in full or in part: for example, the organisation may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period. The employee will be given the right to appeal the decision if the employee's request is not upheld or is upheld in part.

5. Reasons for turning down a flexible working request

The line manager will give reasons for the rejection of any request. Those reasons must be for one or more prescribed business reasons, which are:

- the burden of additional costs;
- an inability to reorganise work among existing staff;

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- an inability to recruit additional staff;
- a detrimental impact on quality;
- a detrimental impact on performance;
- a detrimental effect on ability to meet customer demand;
- insufficient work for the periods the employee proposes to work; and
- a planned structural change to the business.

The line manager must not reject a request for any other reason.

6. Flexible working requests that are granted

If the request is upheld, the employee and the line manager will discuss how and when the changes will take effect. Any changes to terms and conditions will be put in writing and sent to the employee as an amendment to his/her contract of employment as soon as is reasonably practicable.

7. Timescales

All requests will be dealt with within a period of three months from first receipt to notification of the decision on appeal. The line manager should hold the meeting within 28 days of receiving the request and notify the decision to the employee within 14 days of the meeting, so that there is enough time for any appeal to be concluded. Employees who are dissatisfied with the outcome of their request are allowed to lodge an appeal within 14 days of the notification, with the appeal to be heard within 14 days. The employee will be informed of the outcome of his/her appeal within 14 days of the appeal meeting. These time limits may be extended where both the employee and employer are in agreement. For example, the relevant manager and the employee may agree to extend the time limit to give the employee a trial period on the flexible working arrangements.

8. Problems with a flexible working request

If an employee is dissatisfied with the way in which his/her request has been handled, he/she should raise a grievance under the organisation's grievance procedure.

If an employee fails to attend a meeting, including an appeal meeting, and then fails to attend a rearranged meeting without good reason, his/her application will be deemed to have been withdrawn.