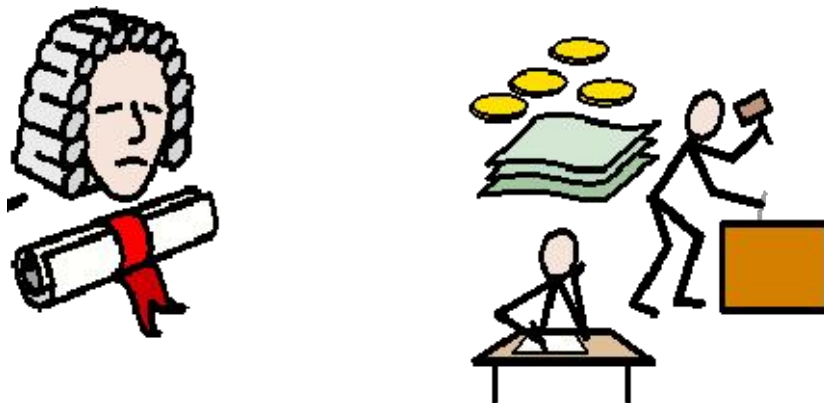

Accessible Flexible Working Policy

The Right to Apply



November 2009

This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

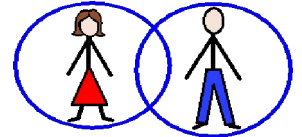
The complete policy statement can be found within the Flexible Working Policy document available from the Admin Team at the Consortium Office.

General Information

People who work for the Consortium can apply to work flexibly. This means that they can work around their family life

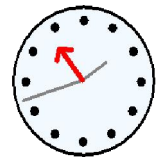
Those who can apply are;

- Parents of children under 6
- Those who care for other adults in their family
- Parents of children under 18 that have a disability
- Anyone that works for the Consortium



The Consortium will always consider it when people ask but it may not always be possible

The people we support have to be cared for for 24 hours a day and therefore staff need to remember they have to be flexible about this



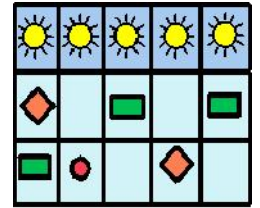
Can I apply?

Yes if;

- You are employed by the Consortium
- You have worked for at least 26 weeks in a row
- You have not applied in the last year

What does it mean to apply?

You can work different amounts of hours



You can work different times in the day

You can work from home



Making a request

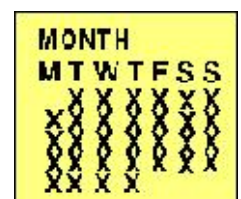
You have to ask for it in writing. Give it to your line manager who can pass it on to Personnel



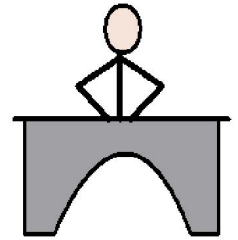
It means there will be a change to your contract permanently



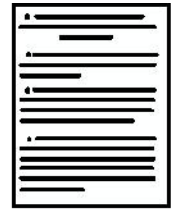
The Consortium will meet with you within 28 days



Your line manager will make the decision whether you can work flexibly and you will be told in 14 days

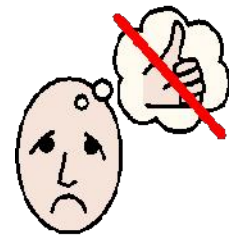


Notes on this meeting will be taken

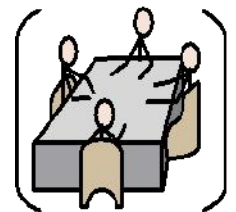


Appeals

Staff can say that they don't agree with the decision and they should write to tell the Personnel Manager



A panel of people will decide and their decision is final



This will not affect your job if you make an appeal