

**Q1. When were the flexible working arrangements first introduced?**

6<sup>th</sup> April 2003

**Q2. Do all employees qualify from the arrangements?**

No, you must have at least 26 weeks of continuous service with the employer.

**Q3. What are the family circumstances which are taken into account?**

You have to be the parent, guardian, adopter or foster carer. Alternatively you must be married to (or live with as a partner) one of the above.

**Q4. What are the child/ children's circumstances?**

The child must live with the adult responsible for their upbringing and not yet have reached the age of 17 (18 if disabled).

Strictly, applications must be made at least 14 days before the birthdays detailed.

**Q5. What are the relevant options?**

There are three basic possibilities.

These are: to change the number of hours worked per week or the times you start and finish your working day or perhaps, less likely for teachers, work from home.

**Q6. How do I go about requesting flexible working?**

First of all check you qualify by reviewing your answers to Questions 2, 3 and 4.

You must make written application. There are no special forms for this. Your employer may introduce one to assist the process, so check locally.

**Q7. Without a prepared form to guide me, what should I include in the application?**

You need to explain how you qualify and refer to any previous application you may have made. You need to state the change you are looking for, when you wish it to begin, how you think this might affect your employer and how you think your employer might manage your request.

When all of the above have been dealt with, you need to sign it, date it and submit it to your Headteacher unless directed otherwise.

**Q8. Will this change affect my terms and conditions?**

Yes, this would be a material and permanent contractual change.

You must check what arrangements your employer will agree to put in place to allow your return to “normal” working should you wish to at some future date. The employer is under no obligation to agree this.

**Q9. So, that outlines what I need to do. What about the employer?**

The simple case first.: the employer might agree to your request.

**Q10. What happens if the employer does not agree to the request?**

Then a meeting should be held to discuss the request. The employer needs to state the reasons for refusal and tell you that you have the right of appeal within 14 days.

**Q11. Is there the right to appeal?**

If you wish to appeal you must state your grounds. It is not sufficient just to say “I don’t like the first decision”. Always seek advice from the Association on any appeal.

**Q12. What about employer’s reasons for refusal?**

This legislation applies to all workers so the reasons can be quite varied.

However, for teachers a likely reason will be that to grant the request would be seriously disruptive to the operation of the school (what in law is often described as the “employer’s business”).

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