

Education, Skills and Community Wellbeing
Policy

**FLEXIBLE WORKING POLICY
FOR TEACHING STAFF AT ALL LEVELS**

2025

1. INTRODUCTION

1.1 Flexible working is a way of working that suits the needs of the employee. It is a way of sharing, staggering or breaking up the normal working day or week in order to improve work/life balance. Dumfries and Galloway Council (the Council) recognises the importance of work life balance and providing employees with an opportunity to manage their time at work in a flexible manner.

1.2 The availability of flexible working for employees is subject to operational and service needs being maintained.

2. THE BENEFITS OF FLEXIBLE WORKING

The benefits of flexible working include: reduced levels of stress; better work/life balance; more job satisfaction; reduced sickness absence; good-quality staff retained; continuity of staffing; employers have a greater talent pool from which to recruit.

3. MAKING A REQUEST FOR FLEXIBLE WORKING

3.1.1 Under the Employment Relations (Flexible Working) Act, every employee has a statutory right to request flexible working from the first day of employment. Employees will be able to make two requests within a 12-month period. The employee can request a change to:

- reduce the hours that they are required to work.
- the times that they are required to work.

3.2 To apply the employee will complete the 'Statutory Request for Flexible Working' form. There should only be one outstanding request for flexible working at any one time.

3.3 A reasonable consideration of each request should be made. This should consider the potential impact for both parties. A request must be granted unless there is a genuine business reason not to do so. No detriment should be placed on the employee because of a flexible working request.

Requests may only be refused on the following grounds:

- Detrimental effect on the ability to meet customer demand
- Detrimental impact on performance
- Detrimental impact on quality
- Burden of additional costs
- Inability to re-organise work among existing employees
- Inability to recruit additional employees
- Insufficiency of work during the period the employee proposes to work
- Planned structural changes (e.g. where a review is about to commence)

3.4 Flexible Working Arrangement Meeting

Applications to change a working pattern will be considered by the employee's supervisor/manager/Headteacher, who will meet with the employee within 7 working days to discuss the request. The employee may be accompanied at this meeting by a trade union representative or work colleague. During the decision-making process it is

recommended that advice is sought to the Education People Team in cases where it is likely that the request may be refused. The line manager will write to the employee, normally within 14 days of any meeting, advising whether his/her request has been accepted or refused, confirming the details of the arrangement or providing the reason(s) for refusal.

4. TRIAL PERIODS

4.1 Workstyles and working patterns changes that are implemented may be subject to a trial period to ensure that the arrangement has no negative effects on the employee, the team or service provision.

4.2 The length of the trial period will depend on the circumstances and be based on the needs of the service but will last for no more than six months. The arrangement will be monitored and reviewed at the end of the trial period and if successful (e.g. work objectives being achieved, service provision maintained, team morale and productivity sustained, work life balance achieved etc) a permanent arrangement put in place thereafter.

4.3 Amendments may be made by normally giving one month's notice during the trial period as a result of either:

- the employee requesting a change and the manager agrees or
- the manager determines that a change is necessary due to negative effects on the employee, team or service provision.

4.4 All changes (including trial period and permanent changes) to number of working hours and work base, need to be reflected in the employee's contract. The line manager should therefore submit the Change of Contract form to Pay & Employment Services.

4.5 Where the change relates to working pattern only, it is the service's responsibility to maintain this on iTrent. The Line Manager should attach the new position from the agreed date (if the pattern does not exist they must raise a call with applications support to get it created) and once completed, email transactions to request that a holiday calculation is completed to ensure that deductions are falling as they would expect.

5. Pay and Leave Calculation

Consideration must be given when contracted hours are amended, this should also include the start date and end date of trial periods. The start/end dates cannot fall on a holiday day. The method of calculating the pay due in the pay period to a teacher or associated professional is detailed in [Appendix 2.19 – National Pay and Leave Specification](#). As detailed within the guidance the new starter and leaver calculation will be applied when an employee increases or decreases their part time rate of hours.

6. APPEALS PROCESS

6.1 If a request for flexible working is refused the employee (teacher) may appeal this decision. The appeal must be made in writing and submitted to the Schools' Manager – People. They will convene a hearing, within 14 days of the appeal being received, and a decision (and the reason for it) given in writing within 14 days of the date of the hearing.

This decision is final and there is no further right of appeal. The employee may be accompanied by a trade union representative or work colleague at the hearing, which will be chaired by the Head of Service or his/her nominated representative.

6.2 Where a change to working pattern request is made by a Head of Service or Director, the responsibility for agreeing to or rejecting the request will rest with his/her direct line manager. Any appeal will be heard by an appropriate third party (e.g. another Director).

7. AMENDMENTS

Where the employee wishes to cease the trial period early, this should be done in writing to the manager, providing appropriate notice pertaining to the position they hold in line with [SNCT Notice Periods](#).

8. MONITORING AND REVIEW

All new workstyle and/or working pattern arrangements should be periodically monitored and reviewed by Management, to ensure that they are fit for purpose (e.g. service delivery and work life balance of employees is being achieved etc).

John Thin
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Document History

Scheme Guidance

Version	Revision Date	Previous Revision Date	Summary of Changes
2.0	29 April 2021		Policy title changed to be relevant for TEACHING STAFF AT ALL LEVELS
3.0	6 December 2024		Directorate Update, addition of trial periods and notice period for ending trial period early
4.0	September 2025		Updated following changes in guidance on 1 April 2025

Committee Approval

Version	Committee	Committee Date
1.0	LNCT	22/05/2018