

Managing Flexible Working Arrangements Policy

KARE POLICY DOCUMENT				
<i>Rev. No.</i>	<i>Approved by OMT</i>	<i>Approved by KARE Board</i>	<i>Launched Heads of Units</i>	<i>Operational Period</i>
Rev. 1	June 2002	June 2002	June 2002	June 2002 – Dec 2015
Rev. 1.1.	Nov 2015	Dec 2015	Jan 2016	Jan 2016 – Oct 2018
Note: The name of this policy has been changed from Flexible Working / Family Friendly Working Arrangements to Managing Flexible Working Arrangements Policy				
Rev 2	September 2018	October 2018	November 2018	November 2018 -

Section 1: Policy

1.1 Background to this Policy

KARE as an organisation have been as flexible as possible in considering alternative working arrangements for employees to achieve a good work/life balance. In view of the increase in the number of applications a more detailed policy with procedures is required to facilitate the planning of staff resources.

Links to other policies

- HSE circulars on Shorter Working Year Scheme
- Career Breaks in the HSE Terms and Conditions of Employment

1.2 Aim of this Policy

To ensure that all requests for leave covered under this policy are managed in a fair and consistent manner.

1.3 Scope of this Policy

This policy relates to all staff in KARE and covers the following:

- Flexible Unpaid Leave. This applies to leave which is taken flexibly throughout the year and is agreed directly with the line manager.
- Shorter Working Year. This applies to leave which is available as a period of 2, 4, 6, 8, 10 or 13 weeks. The leave may be taken as one continuous period or as a maximum of 3 separate periods each consisting of not less than 2 weeks and not exceeding 13 weeks in total.
- Flexible Parental Leave. This applies to parental leave which is not taken in the way that is outlined in the legislation
- Career Breaks – as outlined in the Staff Handbook.

1.4 Policy Statements

- 1.4.1 The needs of the service cannot be adversely affected by the granting of leave.
- 1.4.2. Decisions to approve will be made by the relevant Manager and will be based on the requirements of the service at the time of the proposed leave and the impact that granting it would have on the staff remaining in the location.
- 1.4.3. In the event that a number of requests for leave are received by a Manager for the same time this will be discussed with the relevant staff. If agreement cannot be reached it may be necessary to go to a lottery.
- 1.4.4 Applications must be completed in full, approved as appropriate and returned within the required timeframes.
- 1.4.5 In exceptional circumstances related to meeting the needs of the service it may be necessary to cancel/change leave that has been approved.

- 1.4.6 The taking of unpaid leave, with the exception of parental leave will result in a reduction in annual leave.
- 1.4.7. Pension contributions are based on a % of gross pay (employee 5%, KARE 7%). Taking unpaid leave will result in a reduction in gross pay and therefore the contributions to the pension will be reduced when unpaid leave is taken. Any reduction in what is contributed to an employee's pension fund will have an impact on what the fund will be at the time of retirement.
- 1.4.8 This policy only deals with annual applications for flexible working arrangements. Where there are repeat annual requests, consideration will be given to consulting with the employee regarding a permanent change to contracted hours.

Section 2: Procedures

2.1 Applying for Flexible Working Arrangements

- 2.1.1 Staff should complete the Application to Line Manager for Flexible Working Arrangements Form which is available on KARE Connect under forms.
- 2.1.2 Completed forms must be submitted to Line Manager for approval.
- 2.1.3 Applications will be considered in line with the relevant policy statements.
- 2.1.4 The Line Manager will make the decision on the application and will verbally inform staff of the outcome.
- 2.1.5 The Line Manager is responsible for submitting all completed and approved application forms to the Human Resources Department.
- 2.1.6 In order to ensure that services are adequately staffed during the peak times when staff request family friendly leave, the Operations Managers will review relevant applications and sign off as appropriate.
- 2.1.7 The Human Resources Department will confirm in writing whether the leave has been approved or not. Where leave is approved, staff will be informed of the adjustment to their annual holiday entitlement.
- 2.1.8 The Human Resources Department will also confirm approval of the leave to Line Managers and inform them of the annual leave adjustment for their staff member/s.

Application to Line Managers for Flexible Working Arrangements

Employee Name: _____ Department: _____ Staff Number: _____

Type of leave: Flexible unpaid leave
 Career Break
 Shorter Working Year
 Flexible Parental Leave
 (Relevant documentation must be submitted)

Dates of Absence: From: _____ To: _____

Total Number of hours: _____ Total Number of days: _____

Method of Payment:

Once Off Spread Monthly*

*If spread monthly, please indicate number of months and time period:

Month of first deduction: _____ Month of last deduction: _____ No. of Months: _____

Reason for Leave:

Employee Signature

Date

Manager Approval (To be completed by Line Manager and in conjunction with the relevant operations manager in Adult/Children's Supports)

Please outline plan to cover this leave:

Approved by Line Manager

Date

Reviewed and Agreed by Adult & Children's Supports Management Team

Yes No

Received by HR

Yes