



Flexible Working Policy 2025 - 2026

Overview

Flexible working is defined as a way of working that suits an employee's needs, for example having flexible start and finish times, or working from home. When determining an employee's role as suitable for flexible working an employer will balance the needs of that employee and the business needs of the organisation.

Qualifying Criteria

Employees with at least 26 weeks' continuous service have the statutory right to request to work flexible hours, provided they have not submitted an earlier request within the previous 12 months. Future Roots will consider requests for flexible working from qualifying employees on a considered basis and in line with government statutory guidance. It should be noted though that an employer can refuse a request for flexible working if there are good business reasons for doing so.

<https://www.gov.uk/flexible-working>

Making a Request

All requests must be in writing and must:

- State that it is an application for a change in the employee's terms and conditions of employment;
- Specify the changes applied for and the date on which the employee proposes the changes to take effect; and reasons for the request
- Explain what consideration if any, has been given to possible impact on the day to day operations at Future Roots and how any such impacts may be dealt with.

Once an application has been received, Future Roots will give it due consideration and balance the needs of the employee and the needs of the organisation. The employee may be invited to a meeting to discuss the request with their Manager/Supervisor following which they will be notified, in writing, of Future Roots decision. At the meeting the employee has the right to be accompanied by a work colleague. Future Roots will deal with all flexible working requests within a reasonable time frame.

If a flexible working request is granted, this represents a permanent change to an employee's contract of employment and no further requests for flexible working may be made within the following 12 months.

If a flexible working request is not granted, the employee has the right to appeal. Any appeal must be made promptly and if an appeal is lodged it will be heard as soon as possible. Employees have the right to be accompanied at the appeal meeting by a work colleague.



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Decisions

Future Roots will consider and decide upon all flexible working requests, including any appeals within a period of three months from the date of the initial application.

Future Roots will always explain the reasons for any decisions made regarding suitability of a role for flexible working.