

Process Guidance for Managers considering Flexible Working Requests for timetabling availability (displacement of hours with no change to FTE)

This guidance should be read in conjunction with the [Flexible Working Procedure](#) and [Flexible Working Guidance](#).

1. Requests for teaching non-availability must be submitted on a [Flexible Working Application Form](#). A maximum of 8 hours can be requested. On receipt of the form, you should familiarise yourself with any potential parameters or constraints to approving hours displacement within your Faculty or School, and other requests that have been submitted within the same or closely linked areas of work. For example if the applicant teaches as part of a team in which others have made requests, or teaches on courses that take place in a block over a short time period, the operational impact should be considered before agreeing a request.
2. Identify whether the member of staff's request falls into one or more of the priority categories under section 5.1 of the [Flexible Working Procedure](#) (the member of staff will have declared this on the first page of their Flexible Working Application Form). **If so, these request(s) should be prioritised over others that do not fall into one of the priority categories and considered first.**
3. If the Flexible Working Request can be agreed exactly as requested with no variation, go to step 6 below.
4. If the Flexible Working Request needs further discussion before a decision is made either (i) because you think you may not be able to agree it; or (ii) you wish to suggest an alternative arrangement **you will need to meet with the member of staff under section 6.3.5 of the [Flexible Working Procedure](#)**. Please contact your [HR representative](#) to discuss arrangements and support for this meeting. The member of staff must be given the opportunity to be accompanied by a colleague or trade union representative if they wish.
5. Record key points of the meeting in section 3 of the employee's Flexible Working Form.
6. **Complete parts B and C of the Flexible Working Form.** It is important that these sections are accurately completed, as the form provides confirmation of the Flexible Working arrangement that you have approved. Please note that under the Academic Staff Availability guidelines, any arrangements around displacement of hours within FTE (rather than a contractual change to overall FTE) will normally only be approved for one academic year at a time. You may wish to obtain advice from your [HR representative](#) on completion of the form.
7. A copy of the completed form should be sent to the employee and to HR. If you have not approved the employee's request in full (i.e. not approved or approved an alternative) then the employee should also at the same time be sent an outcome letter including the right of appeal against the decision. Your HR representative can assist you with this letter.
8. If you have any queries on the Flexible Working process, please contact your [HR representative](#).

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