

1. Introduction

- 1.1 The Company wishes to support employees with valuable skills and experience and recognition of their contribution to the Company's flexible working. It is the Company's policy to ensure that employees are able to combine their career and childcare responsibilities.
- 1.2 Requests from employees for flexible working will be reviewed on their own merits and agreed in writing, subject to the Company's business needs and on an assessment of whether the request can be carried out on a term-time basis without any detriment to the Company's business. The Company cannot guarantee that it will be able to meet an employee's request to work on a term-time basis.
- 1.3 Term-time working is a form of flexible working whereby an employee remains on a permanent employment contract but takes an unpaid leave of absence during the school term.
- 1.3.1 All <<Company employees who wish to request flexible working with a minimum of 26 weeks' continuous service must first request flexible working and to have their request approved by the Company.

2. Eligibility

- 2.1 All employees are eligible to request flexible working if they meet the following criteria. They must:
- 2.1.1 be an employee of the Company continuously for at least 26 weeks
- 2.1.2 not have made a previous request for flexible working in the preceding 12 months
- 2.2 Employees who work full-time on term-time working or any other forms of flexible working must also agree to the Company Flexible Working Policy and/or speak to the HR Department.

3. Procedure

- 3.1 Any employee who wishes to request flexible working should apply under the Company Flexible Working Policy and follow the procedure, as set down in the Company Flexible Working Policy.
- 3.2 The Company will consider all requests for term-time working on an individual basis.

4. Salary Arrangements

- 4.1 Salary will be based on term-time hours to be worked by the employee and will be paid [52 equal weekly instalments] OR [52 equal monthly instalments].

5. Annual leave

- 5.1 Employees who work term-time should notify the Company of the term dates for the year by the end of the summer term preceding that academic year and what weeks they will work during the following academic year.
- 5.2 Term-time working hours will determine their paid annual holiday entitlement during the school holidays.
- 5.3 Employees' holiday entitlement will be based on average earnings over the previous 52 weeks in which they have worked.

6. Work during school holidays

- 6.1 Term-time working hours may include training, performance, etc. Whilst every effort will be made to arrange non-term-time work during term time, this may not always be possible. The Company will give employees adequate notice of any term-time work to enable the employee to make alternative care arrangements.
- 6.2 Employees must agree to work during school holidays. E.g. the Line Manager>> how they will keep in touch during school holiday periods.

7. Terminating the term-time working policy

- 7.1 As term-time working is only applicable to employees with school-age children, the appropriateness of the policy will be reviewed annually. Once term-time working is no longer applicable, it is expected that employees will agree to a revision of the policy with the Company.

This policy has been approved & signed by:

Name: <<Insert Name>>

Position: <<Insert Position>>

Date: <<Date>>

Signature:

<<Insert Signature>> Resources Manager>>