



Achieving together in faith

**Holy Cross Catholic
Multi Academy Company**

FLEXIBLE WORKING/PHASED RETIREMENT POLICY

2022 - 2025

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Flexible Working/Retirement Policy

Contents

1. Introduction	1
2. Flexible Working	2
3. Phased Retirement	5

Appendices

Appendix A - Job Share Information	11
Appendix B – Part Time Working	16
Appendix C – Flexible Working Application / Request Form	18
Appendix D – Phased Retirement Expression of Interest Form	20

1 INTRODUCTION

- 1.1 Catholic schools aim to be places where love of one's neighbour is obvious at all times. As St. John reports, Christ said to His disciples at the Last Supper 'This is my commandment, that you love one another, as I have loved you'.
- 1.2 Catholic schools are staffed by teachers and support staff who are not only qualified and expert in their own field but who also, having freely chosen to work in a Catholic institution, commit themselves to care for and support each other in every way possible consistent with the teachings of Christ, Gospel values, Catholic doctrine, and the ethos of the school.
- 1.3 Holy Cross Catholic Multi Academy Company (MAC) has adopted this policy in order to promote positive working relationships and equal opportunities in employment, so that all employees feel fully valued as members of Christ's family and are free to develop their abilities to the full.
- 1.4 All members of our school communities have a duty to ensure that Gospel values underpin the relationships within the school and should draw on the guidance offered in 'Christ at the Centre'. Whilst not definitive, the core values based on the Beatitudes may be summarised as follows:
 - faithfulness and integrity;
 - dignity and compassion;
 - humility and gentleness;
 - truth and justice;
 - forgiveness and mercy;
 - purity and holiness;
 - tolerance and peace;
 - service and sacrifice ('Christ at the Centre' 2008 Fr Marcus Stock STL MA).
- 1.5 Holy Cross Catholic MAC acknowledges its obligation to promote a positive working environment.
- 1.6 Holy Cross Catholic MAC is also aware and takes account of its duties under racial, disability and gender equality laws, including the training of employees in their responsibilities.
- 1.7 Holy Cross Catholic MAC will ensure that prompt and appropriate action is taken to deal with any complaints which come under the scope of this policy. This includes action where there is a possibility of victimisation for making or for otherwise being involved in a complaint.
- 1.8 Holy Cross Catholic MAC expects all those dealing with complaints to make objective decisions, without fear or favour.

- 1.9 This policy will be applied in accordance with statutory regulations for the governance of Holy Cross schools which may apply at any time in accordance with the procedures and delegations adopted by Holy Cross Catholic MAC under those regulations.
- 1.10 The professional associations and trade unions have a key role to play at all stages when complaints are made and staff have a right to consult with their professional association/trade union at any stage of the process.
- 1.11 All parties are entitled and encouraged to keep a confidential written record of incidents and actions taken throughout this procedure.
- 1.12 This policy is for use by Holy Cross Catholic MAC and some academies' governance terminology differs within Archdiocesan Multi Academy Companies. This policy uses the term 'Director' to represent Trustees of the Company. The term Local Governing Body is used throughout.
- 1.13 Any member of staff considering flexible working or phased retirement is encouraged to meet with their headteacher initially to advise them of their plans as soon as possible to enable forward planning and to support the member of staff.

2. Flexible Working

Flexible working is about providing employees with the opportunity to manage their work-life balance through different ways of working whilst ensuring that we deliver quality services to our community. An employee does not have a right to work flexibly but has a right to request to do so.

These provisions are available to employees in the Holy Cross Catholic MAC (meeting relevant eligibility criteria). It must be noted that the availability of flexible working within a school environment may be restricted by the very nature of work within schools and/or employees' conditions of service.

The Holy Cross Catholic MAC's flexible working provisions meet by both legislative and service requirements. The flexible working provisions also reflect those set out in the National Conditions of Service.

2.1 Eligibility

In order to be eligible to request flexible working you must:

- be an employee of the Holy Cross Catholic MAC
- not have made a request under the statutory scheme for at least 12 months

2.2 Scope of a request

If you are an eligible employee you have a legal right to request:

- a change to your hours of work

- a change to the times you are required to work
- a change to your place of work.

The Holy Cross Catholic MAC will also consider requests for other forms of flexible working under this policy.

Any change to your terms and conditions made as a result of a flexible working request will be permanent, unless we agree to a temporary variation.

2.3 Provisions and definitions

The Flexible Working provisions offer different ways of working. These are Job-share, Part-time working, Term time working, Right to Request Flexible Working, Carers Rights to Request Flexible Working, Annualised Hours (usually applied to a specific work group for service delivery reasons), Career Break Scheme (support staff only) and Flexitime/Banked Hours (available to employees where the Flexitime/Banked Hours scheme is in operation).

2.3.1 Job-share

Job-share involves two part-time employees sharing the duties of a post normally done by one. It allows the employees the opportunity to work at all levels in the organisation where jobs are designated full-time. All the benefits i.e. leave and pay are divided between the two job-sharers proportionately. Job-share also gives the employee the option to choose the hours, time and days they wish to work subject to agreement with their potential job-share partner (provided that they can be recruited in the in an appropriate timescale) and line manager.

A vacant job can be considered for job-share or existing employees may request to share their own jobs. All jobs are open to job sharers except where jobs have been exempted and all advertisements will state this (See Appendix A). Contact your HR Recruitment Team for further advice on exemptions.

2.3.2 Part-time Working (See Appendix B)

Employees may request to reduce the number of hours they want to work. For support staff the definition of part-time working is: one employee doing a defined job in defined contractual hours of less than 37 hours and receiving pro-rated pay and benefits.

2.3.3 Term-time Working

Term time working allows employees in some posts to work during school term-time only. Annual Leave is calculated pro rata to the weeks worked. The annual salary is based on actual hours worked plus the pro rata annual leave entitlement. The annual salary is then paid in 12 monthly payments. Annual leave periods are therefore predetermined, and leave may not normally be taken during term time (for further guidance contact HR).

2.4 Application Procedures

To apply, all employees will have to complete the Flexible Working Scheme request form (Appendix C). Flexible Working requests should be approached with reasonableness in mind, as it is not in all circumstances that the full range of options may be available. For example, where an employee works within a small team, applicants must state the impact that flexible working will have on both colleagues and service provision. Every effort should be made to grant a request where this is feasible and refused only where there is a business reason for doing so as outlined in Section 8 below.

The employee must complete the application form.

- The employee must forward one copy of the application form to their Headteacher
- Within 28 calendar days of receiving the application form a meeting is likely to be convened with the employee and Headteacher and the employee may choose to bring a representative to this meeting
- Within 14 calendar days of this meeting, a reply in writing will be sent to the employee outlining the decision.
- If the request has been **approved**, this will be confirmed in writing and a revised contract of employment issued.
- If the request has been **rejected**, this will be confirmed in writing, with an explanation as to why the request was rejected.
- The employee will have the right to **appeal** against this decision to the School. This should be in writing within 14 calendar days of receipt of the rejection notification.
- Within 14 calendar days of receipt of the written appeal an Appeals Committee meeting will be arranged.
- The decision of the Appeal Committee will be final.

2.5 Reasons for Refusing a Request/Application

If your request is refused, the written notice will identify on which of the permitted grounds (listed below) the application was refused. The letter will also provide an explanation as to why those grounds apply and set out the appeal procedure.

The application may be refused on one or more of several grounds, these being that the proposed changes will result in:

- negative impact on pupil's outcomes
- negative impact on the quality of education
- a burden of additional cost
- a detrimental effect on ability to meet the needs of the school community
- an inability to re-organise work among existing staff
- an inability to recruit additional staff
- a detrimental effect on quality

- a detrimental effect on performance
- an insufficiency of work during the periods you propose to work
- a planned structural change

In deciding whether the above grounds are met, a wide range of criteria will be taken into account, including (by way of example only) the following:

- the Holy Cross Catholic MAC's business needs as outlined above
- **the suitability of the job for the flexible arrangements proposed, e.g. the nature** of the work, the hours needed and the need for continuity and consistency
- the current balance of full-time and part-time employees and other flexible working arrangements within the department or team
- the feasibility of covering the remaining hours.

2.6 Withdrawal of application

The Holy Cross Catholic MAC can treat an application as withdrawn under the statutory provisions where you have:

- notified your manager, orally or in writing, that the application is withdrawn
- without reasonable cause, failed more than once to attend a meeting or appeal meeting
- without reasonable cause, refused to provide your manager with information required in order to assess whether the contract variation should be agreed to.

Your manager will confirm the withdrawal of the application to you in writing unless you have already provided written notice of the withdrawal. You will not be entitled to make another formal application until 12 months after your original request.

3. Phased Retirement

3.1 Employees of Holy Cross Catholic MAC may seek to 'phase' their retirement. They can either:

- (i) apply for Flexible Working to reduce their working time and/or responsibilities in accordance with the Flexible Working arrangement set out in Part 2 of this Policy without seeking to draw their pension to supplement their income; or
- (ii) request 'Phased Retirement' by reducing their working time and/or responsibilities whilst at the same time drawing all or part of their pension to supplement their income ('Working and Drawing').

3.2 Employees should note that if they are granted Flexible Working in accordance with (i) above they will continue to pay pension contributions at a level commensurate with their new salary). Their ultimate pension benefits could also be adversely affected. Employees seeking to take this step should take advice from either the Teachers Pension Fund (TPF) or the Local Government Pension

Scheme (LGPS) as may be applicable. ***Please note that Holy Cross Catholic MAC cannot and does not provide pensions advice, and employees should contact the applicable pension scheme for advice, and/or take external professional advice from an appropriately qualified financial adviser.***

3.3 Phased Retirement - Working and Drawing

Employees who wish to seek Phased Retirement in accordance with option (ii) in 3.1 above should apply using the Phased Retirement Expression of Interest form in **Appendix D**. The principles which the Holy Cross Catholic MAC will apply in considering such a request will be the same as those applicable to an application for Flexible Working (see Part 2 of this Policy), but in addition, in determining whether to grant an application, the MAC will also take into account any possible increase in its contributions or any other adverse change which it may suffer under the relevant pension scheme. ***Please note that Phased Retirement Working and Drawing requests can only be approved by the Catholic Senior Executive Leader of Holy Cross Catholic MAC ('CSEL') or that office-holder's nominee appointed for that purpose.***

An employee Working and Drawing request has been rejected may apply for Flexible Working in accordance with option (i) in 3.1 above.

3.4 Local Government Pension Scheme (LGPS) Members (Support Staff)

Holy Cross Catholic MAC has discretion to allow employees, who are members of the LGPS, and aged 55 or over, the right to request Phased Retirement. However, any requests for this will not automatically be granted.

This policy does not cover ill-health retirements or early retirements, or early retirements on the grounds of redundancy which are included in other policies.

An eligible employee may ***request*** to draw all or part of their pension, whilst continuing to work for the MAC on a reduced salary. The reduction in salary may be achieved by a reduction in hours or reduction in grade by moving to a post of lower grade (see *Phased Retirement Expression of Interest Form Appendix D*).

If the employee's request is approved, and they have started to receiving their pension under the Phased Retirement arrangements the employee may not revert to their former terms and conditions.

As with all requests to work flexibly, each specific case will be judged equally and fairly on its own merits, having fully considered service delivery and financial costs. It is unlikely that cases involving an additional cost to the MAC will be approved unless an organisational efficiency case can be demonstrated.

In order to be eligible for flexible retirement the employee must be willing to reduce their working hours by at least 20% or their working responsibilities by an equivalent level.

The employee can be supported in the application process by their Trade Union representative if they wish.

3.5 LGPS Members Phased Retirement Application Process

- All forms referred to here are available from the MAC's payroll provider.
- The employee must formally register their interest in flexible retirement by completing **Part A** of the '*Registration of Interest & Pension Estimate Request*' form and returning to their Manager.
- The Manager should request a pension estimate by completing part B of the *Registration of Interest & Pension Estimate Request Form* and sending it to the MAC payroll provider – Pensions Team. The relevant information will be provided to the employee and their manager. This will enable the employee to check/plan the financial consequences of their request and enable the manager to assess financial implications.
- The employee, having reviewed the pension estimate, will decide on whether or not to continue to application stage. If the employee wishes to formally apply for Phased Retirement then the Application Form should be completed, signed and submitted to the manager, and copied to the MAC Central Team.
- On receipt of the application form from the employee, the manager will acknowledge the application using Acknowledgement **Model Letter 1**. The manager will formally assess the application by using the Business Case Assessment Form. The manager should meet with the employee to discuss the details of the application within 10 working days of receiving the application (see **Meeting Model Letter 2**).
- If, following the manager's assessment, the decision made is to support the request, the manager must forward the *Business Case Assessment Form* to the CSEL for review and potential approval. The Manager must also complete the *Phased Retirement Approval Monitoring Form*. Both these forms must be signed and forwarded to the MAC Payroll Provider who will forward the documentation to the CSEL for consideration.
- The manager will communicate the decision as to whether or not flexible retirement has been approved in writing to the applicable employee (see Decision **Model Letter 3**).
- The application process will normally be completed within 40 working days of receipt of the application form.

If the request is approved the necessary contract changes will be confirmed in writing by Employment Services.

3.6 LGPS Members - Phased Retirement by reduction in responsibilities

- Once the employee has been given approval by the CSEL for the phased retirement they have 6 months in which to identify and apply for a suitable lower-graded post.
- If no application for a lower-graded post has been made within this period or if an application for such a post has been made within that period but has been rejected (on a normal operational or capability basis), the CSEL may elect to reconsider the application for Phased Retirement.
- The MAC Payroll Provider will not action the applicable pension forms implementing the phased retirement until they are notified that the employee has secured an alternative post. The Manager must complete the post transfer form immediately for payroll to action the phased retirement.
- In all cases it is necessary for an employee seeking phased retirement by way of a reduction in grade to go through the normal job selection process in order to ensure equal treatment for all candidates applying for a relevant post.

It should be noted that employees applying for a lower graded job for the purposes of flexible retirement will be required to have a minimum reduction in salary of 20% (subject to assimilation at an appropriate salary point).

3.7 Teacher Pension Scheme (TPS) Members

All staff who are members of the TPS may apply for Phased Retirement Working and Drawing in the same manner as members of the LGPS (see 3.4 to 3.6 above).

Before doing so potential applicants should consult the TPS website section ‘My Pension Online’ for the latest guidance and online downloadable forms see:

<https://www.teacherspensions.co.uk/members/planning-retirement/how-to-apply.aspx>

It is highly recommended that all teachers access this web site to support their retirement planning generally, but particularly if they are thinking of retiring in the next 5 to 10 years.

Applicants for Working and Drawing should only apply once they have confirmation that it will be permitted by the TPS, and they are satisfied with the basis upon which it will be operated by the TPS. Applications will be considered by the CSEL, applying the same principles and procedures that would apply to applications from LGPS members. If an application is granted, the MAC will complete and file promptly the documentation required from it by the TPS.

If a request is approved the necessary contract changes will be confirmed in writing by Employment Services.

3.8 Early Retirement Guidance

Older employees can voluntarily retire at a time of their choice and draw any occupational pension they are entitled to in line with the LGPS or TPS rules as applicable.

Employees wishing to retire will need to provide written contractual notice to their manager, informing them of their date of retirement.

3.9 Membership of LGPS – working beyond age 75

Any employee who is a member of the LGPS, wishing to continue working beyond the age of 75 is required to draw their full pension. They will then be considered as 'retired' for the purposes of the LGPS and if they remain in post will not be able to pay into the pension scheme. The MAC's Payroll Provider will write to those employees still in the pension scheme approximately 3 months before their 75th birthday to issue the appropriate pension forms and to ask them if they wish to continue on their current employment contract.

3.10 Transition from Work to Retirement

In order to facilitate the transition from work to retirement, there should be open discussions between managers/head teachers and employees about future plans.

3.11 Health Issues

Employees should only be referred to Occupational Health and Counselling for a health assessment where health issues present themselves. It is not appropriate to refer an employee on the basis they have reached a specified age unless there are regulations or legislation which then require a medical examination.

3.12 Employee Options

Many employees currently choose to retire at the age of 65 taking into account their eligibility for state, occupational or other pensions and benefits. Therefore, at approximately twenty-six weeks before an employee's 65th birthday, the MAC's Payroll Provider will write to the employee, advising them of their retirement options and the action they need to take if they wish to take up any of the options.

This will include the following:

- (a) An employee who is a member of the LGPS or the TPS can retire and receive their full benefits.
- (b) Any employee can request Phased Retirement.
- (c) An employee who is not a member of the LGPS or the TPS may be entitled to other benefits or payments. These could be affected should the employee continue to work beyond their 65th birthday. More information is available from the Department for Work and Pensions (telephone on 0800 731 7898).

- (d) An employee can continue working beyond age 65 until a retirement date of their choice.

Any employee intending to retire must give written contractual notice to end their employment.

3.13 Retirement Course

Coventry City Council runs a 'Preparation for Retirement' course which the MAC recommends to all employees who are within 5 years of their intended retirement age.

Manager approval would be required for the employee to attend and for payment of the costs of the course, or an equivalent alternative.

3.14 Right to Appeal:

Applications for Phased Retirement that are rejected must be confirmed in writing and the relevant employee notified of their right of appeal through the MAC's Grievance Procedure. Any such appeals must be forwarded within 20 working days of the employee receiving the decision letter.

Job Share Information

1. Principles

1.1. All jobs are open to job sharers unless they have been exempted. There are two main events which will make it necessary to consider the suitability of a job sharing arrangement:

- When a job becomes vacant or
- When existing employees request to share their own jobs

1.2. The criteria for exemption are the same, irrespective of whether consideration has been made because of a request from an employee or a vacancy occurs. Exemption is only granted where the operational requirements of the job mean that sharing is not practicable for good business reasons. For example, if the jobholder has to be residential on site it may not be appropriate for the accommodation to be shared. However, if there are two lots of accommodation available then the job could be shared.

1.3. Given that the operational requirements of most jobs will be different, each request for exemption will be considered on its merits. The Headteacher will consider if jobs are to be exempted.

2. Application to Job-share

To make an application to job-share, employees should follow the procedures in the above guidance.

3. Filling Vacancies on a job sharing basis

3.1 The Holy Cross Catholic MAC is committed to job sharing and all jobs are open to job sharers unless a job has been exempted.

3.2 The standard "Information for Applicants" package has a basic statement on the availability of job share, which will be issued to all candidates.

3.3 Applications from potential job sharers will be considered entirely on their merits alongside those from "full-time" candidates. It is not necessary for those applying for appointment on a job share basis to do so in conjunction with a possible job share partner.

3.4 It is recommended that applicants be individually interviewed to assess suitability, even where a joint application is made. This does not, however, preclude seeing the applicants together once the interviews have been held.

3.5 The decision of an appointment panel will be based on the candidate's suitability for the job. The offer of appointment and contract of employment will reflect the outcome of considerations about practical working arrangements as set out below.

4. Working Arrangements for Job-share.

4.1 The alternative patterns of work that job sharers may normally be expected to use are: -

Split day – one sharer works each morning each week while the other works each afternoon;

Split week – one works the first half of the week while the other works the second half;

Alternate weeks – one works one week while the other works the next week.

N.B. Teachers and Support Staff may put forward options which they consider can work effectively

4.2 Other patterns of work are quite acceptable if mutually agreed by the School/Holy Cross Catholic MAC and the sharers. The factors that will influence the choice will be the nature of the job share arrangement (i.e. whether the whole job is being shared or whether it is being split into two separate components), the need for communication between the job sharers (and thus the need for some overlap time), the degree of repetition in the work of the job and the domestic circumstances of the employees concerned.

4.3 Good communication between partners is essential for job sharing to be successful and it will be necessary for the supervisor and the job sharers to develop effective methods of communication. There are various methods available which include the use of written notes, dictating machines, message books, etc.

4.4 It is essential to note that the total hours worked must not exceed those of the established full-time job.

4.5 If one sharer leaves, the school should consider the options open to, and discuss the matter with, the remaining sharer. If the remaining sharer wishes to be appointed to the job full-time, then it is not necessary to advertise the job. The remaining job sharer should be able to make a decision on working full-time fairly quickly. However, they may need a longer period to make the necessary adjustments for family commitments (e.g. child care arrangements). Overall the concept of a reasonable response time applies to both employer and employee. If the job-share vacancy needs to be filled, then it will be advertised in the usual way.

4.6 The remaining sharer may be willing and able to work full-time for the period whilst recruitment takes place. If so, the employee would be paid for additional hours worked (at plain-time rate). It is important to recognise that this is voluntary – no pressure should be placed on the sharer to cover the additional hours. It is equally

important that the remaining sharer should not be pressurised to cope with more than a fair share of the workload in the hours he/she is working.)

- 4.7 The remaining job sharer may wish to nominate a new job share partner for consideration. This is acceptable provided the opportunity is first advertised to the wider community to prevent the possibility of indirect discrimination and appointment by "word of mouth". The nominated job sharer would also need to satisfy all usual selection criteria and undergo the same selection procedures as all other applicants.
- 4.8 Where no suitable job-sharing partner can be found, within six months and after two advertisements, the Headteacher and HR, as required, will discuss the matter with the employee and his/her representative. If the employee is unable to work full-time, then the employee's situation will be managed under the Holy Cross Catholic MAC redeployment procedure.

5. Salary and conditions for job sharers/part-time workers will be pro rata to the hours of work.

5.1 Grade, Salary and Incremental Promotion

The full grade range for the job applies. Salary is pro rated to the hours worked, but individual sharers may be on different points within the scale according to their personal grading. According to the appropriate conditions of service, increments will continue to be given annually, on the same basis as applies to fulltime employees. Progression through any career structure is also on the same basis as that which applies to full-time employees.

5.2 Promotion

It is the wish of the Holy Cross Catholic MAC that most jobs will be advertised as open to job share at all grading levels. It is expected that this will provide promotion opportunities for existing job sharers and for those fulltime employees seeking both promotion and a job share arrangement. Such applications may be made individually or with a partner.

5.3 Training

Training opportunities will be available to job sharers consistently with full time workers. Access to internal or external training must not be withheld on the basis of the employee's reduced working hours.

According to the appropriate conditions of service, financial assistance under the Post Entry Training Scheme (as adopted) will be as for a full-time employee. Entitlement to time off will be calculated pro rata (e.g. for study leave and attendance at college).

5.4 **Sick Leave**

The normal sick pay provisions apply. Pay during sickness absence is based on standard earnings (pro rata to hours worked) and entitlement is based on length of service in the same way as it applies to fulltime employees.

5.5 **Annual Leave**

Any entitlement is calculated pro rata to hours worked and may be best expressed and recorded in terms of hours taken. Entitlement will be based on the individual's length of service.

5.7 **Statutory Holidays**

The statutory holidays will be shared between the job sharers, pro rata to hours worked by mutual consent and with agreement of the School, subject to the same rules which apply to full-time employees. **(NB the total entitlement must not exceed that which would apply had the job been a full-time job). According to the appropriate conditions of service, part-time workers will receive an allocation for statutory holidays within their annual leave entitlement.**

5.8 **Car Allowance**

Sharers occupying a job for which a casual user allowance is normally payable are able to claim the relevant mileage rate.

5.9 **Maternity**

Job sharers workers are entitled to the appropriate conditions of service' maternity provisions.

5.10 **Flexible Working Hours Scheme**

The flexible working hours scheme applies to job-share workers in the same way as fulltime employees, with time off pro rata to the full-time equivalent. However, where half days are worked in the mornings Job-Sharers may not work after 1.00pm and Job Sharers working afternoons may not start before 1.00pm.

5.11 **Overtime**

Overtime at enhanced overtime rates can only be paid after a job-sharer/part-timer has completed full-time hours in a week. The application of the overtime provisions will be the same as for full-time employees.

5.12 **Contract of Appointment**

Each job-sharer will hold an individual contract of employment. The jobholder's title will be that given to the full-time job with the endorsement "(job-share)" – e.g. Librarian (Job-Share). The hours to be worked will be individually stated for each partner. (Total hours must not exceed the established fulltime job.)

5.13 Job Description

The job description will be that prepared for the full-time job – with any necessary additions to reflect agreements reached where overlap/continuity and/or split tasks are required.

5.14 Employee Performance Appraisal / Personal Development Review

Any Performance Appraisal /Personal Development Review will apply to each job sharer where the fulltime job is governed by such a scheme.

5.15 Length of Service

According to the appropriate conditions of employment, and for the purpose of assessing eligibility for increases in annual leave, sickness leave, etc., service is not considered pro rata, e.g. an employee commencing service in 1997 will be deemed to have 5 years' service in 2002.

5.16 Recruitment and Retention Incentives

Any benefits arising from recruitment and retention measures shall be shared between the job sharers on a pro rata basis. Any supplementary payment, which is subject to individual performance in post, will be assessed individually.

Part-time Working.

1 Applications for part-time working under the Flexible Working provisions

1.1 Employees may put forward proposed patterns of work taking account of the needs of the service and their own needs in respect of work life balance.

1.2 Patterns of work are acceptable if mutually agreed by the School/individual.

2. Salary and conditions for part-time workers will be pro rata to hours worked

With the exception of the explanatory notes below all other terms and conditions of employment for part-time employees will be pro rata those for full-time employees

2.1 Grade, Salary and Incremental Progression

The full grade range for the job applies. Salary is pro rata to the hours worked. For support staff, Increments continue to be applied annually, on the same basis as applies to full-time employees.

2.2 Training

Training opportunities will be available to part-time employees consistently with the full-time employees. Access to internal or external training will not be withheld on the basis of the employee's reduced working hours. If a part-time employee attends a training course on a day that he/she would not normally work, then time in lieu should be granted or the normal hourly rate paid for the hours of attendance.

2.3 Sick Leave

The normal sick pay provisions apply, according to the appropriate conditions of service. Pay during sickness absence is based on standard earnings (pro rata to hours worked) and entitlement is based on length of service accrued in the same way as it applies to full-time employees.

2.4 Annual Leave (Support Staff)

Entitlement is calculated pro rata to hours worked and may be best-expressed and recorded in terms of hours taken. Entitlement will be based on the employee's length of service.

2.5 Statutory and extra statutory holidays

Statutory and extra statutory holidays will be pro rata to hours worked, subject to the same rules, which apply to full-time employees and may be best expressed and recorded in terms of hours taken.

2.6 **Car Allowance**

Part-time employees occupying a job for which a casual car user allowance is normally payable are entitled to claim the relevant mileage rate.

2.7 **Flexible Working Hours Scheme**

The flexible working hours scheme, if applicable to the establishment, applies to part-time employees in the same way as full-time employees, with time off pro rata to the full-time equivalent.

2.8 **Overtime**

Overtime at enhanced rates can only be paid after a part-time employee has completed full-time hours in a week. The application of the overtime provisions will be the same as for full-time employees.

2.9 **Pension Scheme - LGPS**

The pension banding (for West Midlands Pension Scheme) applied to part-time employees is based on the full-time equivalent salary.

Flexible Working Application / Request Form

GENERAL DATA PROTECTION REGULATIONS (GDPR) 2018

The personal details you provide will enable the Holy Cross Catholic MAC to perform its obligations under the contract of employment and to monitor access to flexible working.

Employee's Details

Name	
School	
ID Number	
Job Title	
Home Address	
Telephone Number	
Employee's Current Working Pattern	

Headteacher/Manager's Details

Name	
Job Title	
School	
Telephone Number	

Flexible Working pattern applied for (Please Tick):

Change of Location	
Different hours/working pattern	
Part-time	
Job-share	
Term time working	
Other (please specify)	

For all applications:

Please provide details of preferred working hours /weeks/location.

Please state when you wish this working pattern to start. Date _____

Please explain how you envisage this request will impact on colleagues, pupils and your team.

Signature _____

Date _____

Please send a copy of this form to your Headteacher and one copy to HR@hccmac.co.uk

Phased Retirement Expression of Interest

GENERAL DATA PROTECTION REGULATIONS (GDPR) 2018

The personal details you provide will enable the Holy Cross Catholic MAC to perform its obligations under the contract of employment and to monitor access to flexible working.

Employee's Details

Name	
School	
ID Number	
Job Title	
Home Address	
Telephone Number	
Employee's Current Working Pattern	

Headteacher/Manager's Details

Name	
Job Title	
School	
Telephone Number	

Phased Retirement work pattern applied for (Please Tick):

Change of Location	
Different hours/working pattern	
Part-time	
Job-share	
Term time working	
Other (please specify)	

For all applications:

Please provide details of preferred working hours /weeks/location.

Please state when you wish this working pattern to start. Date _____

Please explain how you envisage this request will impact on colleagues, pupils and your team.

Signature _____

Date _____

Please send a copy of this form to your Headteacher and one copy to HR@hccmac.co.uk