NHS
Yorkshire
Ambulance Service
NHS Trust

Flexible Working Policy and Guidance

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Staff Summary

Our mission, vision, and strategic outcomes reflect our six core values that define YAS and all our employees. One Team, Compassion, Empowerment, Integrity, Innovation, Resilience. These core values provide a foundation and framework for all of YAS decision-making processes. We translate our values into actions, they will inspire everything we do and how we operate as an ambulance service and are reflected in our policies, practices, and assessments we implement every day.

1.0 Introduction

1.1 The Trust has a duty of care for its employees and recognises that wellbeing and morale can be improved or supported through the fair and consistent application of this policy.

1.2 The Trust recognises that by having a wide range of flexible working options available it can better deliver services to patients whilst improving employee wellbeing.

1.3 For the purposes of this policy and associated guidance, “Flexible Working” is defined as one of the following;

- Annualised hours
- Compressed hours
- Flexi-time
- Remote (Home) working
- Job-sharing
- Part-time working
- Term-time working
- Shift working/staggered hours
- “Retire and Return” or “Flexible Retirement”

2.0 Purpose/Scope

2.1 This policy and accompanying management guidance have been created to ensure fair and equitable consideration be given to all flexible working requests within the Trust and applies to all employees. Guidance for managers, when dealing with these requests, is included in the associated documentation.

2.2 Whilst employees who are parents or carers have a statutory right to apply for flexible working requests and should normally have at least 26 weeks’ service, the Trust position is to extend this benefit to all employees from the start of their employment with the organisation.

3.0 Process

3.1 All applications and responses to flexible working requests must be in writing, using the template in Appendix 1 of the Management Guidance.

3.2 All line managers in receipt of a flexible working application must acknowledge the application in writing by email or letter without reasonable delay and arrange a meeting with the employee to discuss the flexible working request within 28 calendar days of receipt of the request.

3.3 An employee can only make a request (or otherwise) once in any 12 month period, except where personal circumstances change and they have a statutory right to make a

further request. This can be subject to trial period for both parties to review the arrangement.

3.4 Applications made under this policy are not automatically granted and are subject to application and approval. Employees should be aware that if their flexible working application is approved, and applied, then there is no automatic right to change back to previous patterns of work or contractual terms unless this is an agreed trial period.

3.5 Flexible Working arrangements should be reviewed six months after implementation to ensure that the arrangement continues to support the individual and meets the need of the service. Management may instigate an earlier review if there is a business case for this. If it is clear that the arrangements continue to support both the individual and the service then as part of the normal one-to-one process it should be confirmed to the individual that the meeting will not take place and the arrangements will continue.

3.6 Employees should be aware that they would move to Section 2 of Agenda for Change if they retired and returned.

4.0 Training expectations for staff

4.1 The Trust offers Pension and Financial Awareness seminars to help individuals prepare for their retirement, with particular reference to making decisions regarding when to retire, wills and investments.

4.2 The Right to Request Flexible Working: An ACAS guide. (2014). [online] Available at: http://www.acas.org.uk/media/pdf/1/7/The-right-to-request-flexible-working-the-Acas-guide.pdf

5.0 Implementation Plan

5.1 The latest agreed version of this Policy will be posted on the Trust Intranet site for all employees to view. New employees will be signposted to how to find and access this guidance during Trust Induction.

6.0 Monitoring compliance with this Policy

6.1 Requests to retire and return will be subject to the role which the requestor would be returning being approved as a vacancy as per the process under the Workforce Approvals Process – Management Guidance.

6.2 The HR Department will monitor compliance with the application of this policy.

7.0 References

7.1 Flexible Retirement Options: A Guide for Employers. (2015). [online] Available at: http://www.nhsemployers.org/-/media/Employers/Publications/WLG-Flexible-retirement-quick-guide-for-employers.pdf

7.2 Flexible Retirement Options: A Guide for Employees. (2015). [online] Available at: http://www.nhsemployers.org/-/media/Employers/Publications/WLG-Flexible-retirement-quick-guide-for-employees.pdf

7.3 NHS Pension Scheme; Retirement Flexibilities" issued by NHS Employers https://www.nhsemployers.org/your-workforce/pay-and-reward/pensions/flexible-retirement/~/media/B3A6FA7D811B4D198929F010AAA8278E.ashx

8.0 Appendices

8.1 This document includes the following appendices:

Appendix A – Roles and Responsibilities
Appendix B – Flexible Working Management Guidance

Appendix A - Roles & Responsibilities

Line managers are responsible for reviewing all requests for Flexible Working in line with this policy. They are also responsible for reviewing requests to ensure that they meet the needs of the business.

HR Advisors are responsible for ensuring consistency in approving or rejecting applications for Flexible Working. The Director of Workforce, through the author, is responsible for this policy and its review.

The **employee** should also consider the impact that any requests will have on their role, department and colleagues, prior to submission of their request. They are also responsible for submitting any requests to retire and return in line with their notice in their contract of employment and NHS Pensions notice requirements.

Appendix B

Yorkshire Ambulance Service NHS Trust

Flexible Working Management Guidance

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1.0 Introduction

1.1 The following management guidance document has been developed to support managers in considering flexible working requests and supporting employees to achieve a work life balance.

1.2 It is recognised that the nature of the work carried out by Yorkshire Ambulance Service (YAS) can be demanding and that employees may wish to work flexibly to achieve an improved work life balance which helps them manage these demands. It is the responsibility of managers, with advice from the HR Department, to take appropriate action within their own areas of responsibility to facilitate flexible working where operational need allows.

2.0 Types of Flexible Working

2.1 There are many different forms of flexible working that cover the way working hours are organised during the day, week, or year. The Trust is undertaking a review of agile working practices. The following are a non-exhaustive list of flexible working requests, further information can be found in the Agile Working Policy:

- Part-time working: For example, an employee might start work later and finish earlier to take care of children before and after school.
- Flexi-time: Employees have contracted hours that they must work but when they work them is flexible. They will be required to work within essential periods i.e. core hours but outside these they can have flexibility in when they work their hours.
- Job-sharing: Typically, two employees share the work normally done by one employee.
- Working from home: Technology makes communication with office and service users possible by telephone, Microsoft Teams and email from home, car or other remote locations. Therefore, managers should make efforts to accommodate homeworking whilst being mindful of the positive impact office working can have.
- Term-time working: An employee on a permanent contract takes paid or unpaid leave during school holidays.
- Staggered hours: Employees in the same workplace have different start, finish, and break times – often as a way of covering longer operating hours.
- Annualised hours: An employee works their contracted hours over a whole year, but does not have set hours each week i.e. they could work 15 hours one week and 40 hours the next. The annual hours are usually split into ‘set shifts’ and ‘reserve shifts’ which are worked as the demand dictates.
- Compressed working hours: Employees work their total contractual hours over fewer working days – for example, a five-day working week is compressed into four days with longer daily hours.
- Shift-working: Shift-work for services that operate on a 24-hour cycle, where staff can work a combination of shifts that don’t always start or finish at the same time i.e. 7am to 3pm or 3pm – 10pm.
- Wind down: As an alternative to retiring, employees can opt to wind down by working fewer days or hours in their current post.
- Flexible Retirement: is a form of flexible working that means that employees briefly leave employment to initiate the payment of their NHS pension and they can then return to employment with the same employer. To undertake the following options, employees must ‘retire and return’ i.e. they must resign and have agreement to return on an arrangement to be determined between the employer and the employee. The initiation of the options below will mean a new contract of employment and the initiation of Section 2 of Agenda for Change. Specific guidance for the consideration of these

options can be found in section 6. However, the application for these is the same as any other option

- Retire and return to the NHS: Employees who wish to retire can opt to retire, take all their pension benefits and return to NHS employment. If employees wish to retire and return to employment within the Trust then consideration and process in line with this policy should be fairly given.
- Step down**:** Employees can, following, retire and return, opt to step down into a less demanding and lower graded post, which still makes use of their skills and experience. Those who wish to step down may only do so where an advertised vacancy exists and they have been assessed as suitable for the post through a recruitment process.
- Draw down**:** This is only open to members of the 2008 section of the NHS Pension scheme. Draw down allows members to take part of their pension benefits while continuing in NHS employment.
- Late retirement enhancement in 2008 section: If a member chooses to retire later than their 65th birthday, the pension benefits earned up to their 65th birthday will be increased by the application of late retirement factors.

3.0 Who can apply for flexible working?

3.1 All employees can apply for flexible working. Whilst legislation specifies certain criteria for people to be allowed to apply for flexible working, the Trust allows anyone to apply for flexible working in the interests of ensuring a good work life balance from the commencement of their employment with the Trust.

4.0 Flexible Working Application Process

4.1 Applications for any flexible working must be made in writing. The template attached in Appendix 1 should be used.

4.2 On receipt of the application the manager must acknowledge and consider the request within 28 calendar days. If the manager intends to approve the request then there is no requirement to meet with the applicant. However if the request may be denied, then a meeting should be arranged within this time frame to discuss the application and seek alternative suggestions – applications should not automatically be rejected without consideration to alternative suggestions also being given. Managers should seek advice from the HR department when reviewing applications for flexible working. Templates for responses can be found in the appendices to this document. All applications are subject to review in line with section 3.5 of the Flexible Working Policy.

4.3 The Trust is committed to supporting staff to attain a high quality of work-life balance and recognises that flexible working patterns can help achieve this. For this reason, an approved Flexible Working application will not ordinarily be amended or changed without the agreement of the individual however it will be subject to an initial 6 month supportive review (unless it is mutually agreed otherwise) or at the request of the individual. The purpose of this review will be to make sure the flexible working arrangements continue to meet the needs of the employee and service delivery. At this meeting the individual will have the right to be accompanied by an accredited trade union representative or workplace colleague not acting in a legal capacity; similarly, the manager may be accompanied by a member of the HR team.

4.4 The purpose of the 6 month review will be to ensure that the working arrangement is having the desired effect for the individual, ensure adequate support is in place for the individual to continue to meet the requirements and demands of the role, and that the

agreement continues to meet the needs of the service; further support is detailed in the Reasonable Adjustments Guidance. Where the review is requested by the individual within 12 months of the date the initial application was submitted (or 12 months of the implementation of these arrangements, whichever is the latest), due consideration will be given to this request however it will not be regarded as a new application and therefore if the decision is made not to grant the request there will be no right of appeal, unless the request was made for a statutory reason.

4.5 There may, subject to meaningful and structured consultation in line with the Trust's Organisational Change Policy and Procedure, and in the absence of agreement of the impacted individual(s), be requirement to serve minimum contractual notice to change the Flexible Working agreement(s) unless a mutually agreeable alternative can be reasonably achieved; all reasonable alternatives must be explored and rationale given. Where an individual needs to change their agreement, they should discuss this at the earliest opportunity with their line manager, who is encouraged to supportively and creatively consider all options to reach agreement with both parties. In circumstances where the Trust has unfortunately has no option but to impose a change, impacted individuals may be entitled to pay protection in line with the Trust's Pay Protection policy and will have the right of appeal. Managers considering altering or ceasing Flexible Working agreements must seek the advice and input of their HR Business Partner.

4.6 Meetings should be arranged in the employees normal working time, or mutually agreeable alternative, the manager should advise the employee they may be accompanied if they wish, by a recognised trade union representative. Where meetings are arranged to discuss the application and the employee fails to attend this and a subsequently rearranged meeting, without good reason, then the application will be considered withdrawn and the employee will be notified accordingly.

4.7 Applications for flexible working can be refused, or discontinued, for any of the following business reasons;

- The burden of additional costs
- A detrimental effect on ability to meet service demands
- Inability to reorganise work amongst existing employees
- An inability to recruit additional employees to cover reduced hours
- A detrimental impact on quality
- A detrimental impact on performance
- Insufficient work for the periods the employee proposes to work e.g. outside of normal office hours
- A planned structural change

4.8 Where a request for Flexible Working is declined or discontinued the individual's line manager must provide the employee with an outcome letter detailing their rationale and providing supporting evidence. The template for this refusal is included as Appendix 2. Employees have the right of appeal against a decision not to grant, or continue, a flexible working request. The appeal should be made in writing to the next level of management and should be made within 14 calendar days of receipt of the outcome. The appeal should be heard within 28 calendar days with the outcome confirmed within 14 calendar days of the meeting.

5.0 Flexible Retirement Application Process

5.1 As a notification of the intention to retire is a resignation, contractual notice should be served by the employee wishing to retire. However, the process to follow is the same as any other flexible working request.

5.2 It is not the policy of the Trust that applications to flexibly retire are automatically granted. In reviewing these applications, the Trust has a requirement to show that it is committed to meeting service demand. The key principles in this document are based on the guidance document "NHS Pension Scheme; Retirement Flexibilities" issued by NHS Employers (see References below).

5.3 NHS Pensions Officers may not provide financial advice to scheme members. This caveat also applies to HR and Trade Unions. So, while they have a duty to provide information about the scheme and options, they must not advise employees which option to take.

5.4 Decisions in relation to retire/return requests should be made by the line manager and by the Head of Service (or equivalent). These are the managers best placed to consider all the factors and reach a fair decision.

5.5 The line manager may need to consider the following within his/her area to ensure that all retire/return requests are fairly considered - these include:

Q. Can the work from the applicant's post be redistributed amongst the team?	A. Where the workload can be redistributed, this should be done as part of the Trust's obligation to demonstrate value for money
Q. Is it forecasted that the post will not experience sufficient workload within the next 2 years or the role or service is subject to change?	A. Where the workload of the post is expected to reduce significantly over the next two years, this should be treated as a temporary position.
Q. Is the position in scope of a planned organisational change?	A. If the post is in scope of a restructure or other planned change which may result in the individual being placed "at risk of redundancy", the application should not be approved.
Q. Is the individual subject to a performance improvement programme?	A. If the individual is applying to retire-return into the same post and is subject to performance improvement management, consideration should be given to how the retire-return process would help the individual at work.
Q. Is the individual in absence monitoring under the Attendance at Work process?	A. If the individual has sufficient absence to be monitored the Attendance at Work process, consideration should be given to how retire-return would help improve the individual's attendance, such as returning to a less demanding role or returning on less hours.
Q. Is it possible for front line employees to return to their former shift pattern and base?	A. If the individual wishes to return to the same rota line, the application will be accommodated wherever possible.
Q. Is it possible to set up a flexible pool of employees working on a locality basis?	A. Agree a set number of hours to be worked each week/month or year to be worked at a number of stations in a locality. In this case Resource and Locality Managers will need to keep a record of shifts worked and shifts offered and declined. Shifts should be agreed in advance and should be offered in line with the relief policy (e.g. in terms of ensuring that retire/return employees are not constantly working nights and/or weekend shifts).

5.6 The Trust requires all employees who wish to retire and return to have at least a 14 calendar days' break (including two weekends) which commences 24 hours after the retiree's last day. This break counts towards the one month break which NHS Pensions requires, and therefore should an employee wish to return after the Trust's two week break, they will be limited to working not more than 16 hours per week on their return for the first two weeks.

5.7 It is clear that at the point of retirement, NHS service is broken for the purposes of contractual and statutory continuous service upon return. Although no continuous employment applies, previous service i.e. reckonable service is used to calculate annual leave entitlement and sick pay.

5.8 The retiree will be asked to sign a document which clearly states that they understand the terms of their 'retire and return' and that their previous service will not count for the purposes of continuity (e.g. notice period, pay protection, redundancy etc.).

5.9 If staff wish to retire and return to either the same role or a role within the same job family for which they match the knowledge, training and experience (e.g. Paramedic to Paramedic) and meet the essential criteria of the post then provided there are sufficient funded posts available and this does not affect the progression of other members of staff, there will be no requirement for the member of staff to go through the full recruitment process i.e. application, interview, assessment etc. However, the member of staff would need to be able to satisfy the safe employment checks outlined in the Recruitment and Selection Policy and the conditions on which the offer is made. The member of staff would also need to satisfy the requirements of any physical fitness tests for the role they are proposing to retire and return to. Approved retire and return requests should be signed off by the appropriate line manager in consultation with the relevant budget holder.

5.10 All employees must make themselves aware of the NHS Pensions guidance (The Pensions Factsheet) and take advice from the appropriate source.

6.0 References

6.1 Flexible Retirement Options: A Guide for Employers. (2015). Available at: Flexible retirement | NHS Employers

6.2 NHS Pension Scheme; Retirement Flexibilities issued by NHS Employers. Available at:: NHS Pension Scheme | NHS Employers

6.3 Handling Requests to Work Flexibly in a Reasonable Manner: ACAS Code of Practice. (2014). Available at: Code of Practice on requests for flexible working | Acas

7.0 Appendices

7.1 This document includes the following appendices:

Appendix 1 – Flexible Working Application Form
Appendix 2 – Flexible Working Application Outcome Letter
Appendix 3 – Flexible Working Appeal Form
Appendix 4 – Flexible Working Appeal Outcome Letter
Appendix 5 – Retire Return Approval Letter
Appendix 6 – Flexible Retirement Rejection Letter

Appendix 1 - Flexible Working Application Form

NHS Yorkshire Ambulance Service NHS Trust

Flexible Working Application Form

Please use this form to make a flexible working application. You should note that it may take up to 14 weeks to consider a request before it can be implemented and possibly longer where difficulties arise. You should therefore ensure that you submit your application to your line manager well in advance of the date you wish the request to take effect.

It will help your line manager to consider your request if you provide as much information as you can about your desired working pattern. When completing sections 2 b & c, think about what effect your change in working pattern will have, both on the work that you do and on your colleagues. Your line manager will then have 28 calendar days after the day your application is received in which to arrange a meeting with you to discuss your request.

1. Personal Details

Name :	
Date:	
Base:	
Manager:	

2a Describe your current working pattern (days/hours/times worked):

2b. Describe the working pattern you would like to work in future, (days/hours/times worked) and the reason why:

2c. Explain what affect, if any, you think the proposed change would have on the organisation and how, in your opinion, any such affect might be dealt with.

2d. Have you submitted a previous flexible working application? YES/NO

If so, on what date and to who was it submitted? What was the outcome?

Date of previous request:

Manager to whom request was submitted:

Outcome:

2e. I would like this pattern to commence from date

Signed

Date

Manager: Return this section of the form to your employee in order to confirm your receipt of their application

3. Manager's Confirmation of Receipt (to be completed and returned to employee)

Dear

I confirm that I received your request to change your work pattern on: Date

I shall be arranging a meeting to discuss your application within 28 calendar days following this date. In the meantime you might want to consider whether you would like a fellow colleague / Trade Union representative to accompany you at the meeting.

Signed

Appendix 2 - Flexible Working Application Outcome Letter

DATE

PRIVATE & CONFIDENTIAL
To be opened by addressee only
NAME
ADDRESS
ADDRESS
ADDRESS
ADDRESS

Dear **NAME**

Re: Flexible Working Application Outcome

Following receipt of your application on **INSERT DATE** and our meeting on **INSERT DATE** at which you were supported by **INSERT NAME AND JOB TITLE** and I was accompanied by **INSERT NAME AND JOB TITLE OF HR SUPPORT,** I am writing to confirm the outcome.

You explained that at present your working pattern is **INSERT WORKING PATTERN.** You had applied for a flexible working pattern in order to **STATE REASONS FOR APPLICATION** and as such had requested to work **STATE PROPOSAL** as of **INSERT DATE.** You explained that after consideration you had identified the following effects on the service; **(INSERT EFFECTS IF IDENTIFIED)** and detailed that these could be mitigated by **(INSERT MITIGATION) OR** you had been unable to identify any detrimental effect on the service by way of this proposal.

At our meeting I asked if you were able to provide any alternative suggested working patterns should the service be unable to accommodate your preferred option. You explained that there was not **OR** that you would be able to work **(INSERT ALTERNATIVE).** After the meeting I sought input from our **Finance/Scheduling/Workforce [DELETE/INSERT AS APPROPRIATE]** department who confirmed that your request could be accommodated by the service **OR** provided me with the following information **(INCLUDE AS ATTACHMENT).**

If approved

I can confirm that I have approved your request for a Flexible Working Pattern to commence as of **DATE**. You will work **(DETAIL PATTERN, HOURS)** totalling **XX** hours per week. We will meet to review this agreement and ensure it continues to meet your requirements no sooner than 6 months after the date of this letter unless it is deemed not necessary to do so. **[IF APPLICABLE]** I will submit the relevant change form to the HR Services team who will write to you accordingly.

If declined

Further to the information provided, I am unable to accommodate your request(s) for the following business reasons:

State business reasons, including evidence such as financial cost, coverage graphs or call volumes

You have the right to appeal against this decision. If you wish to appeal, you must do so in writing using the Flexible Working Appeal Form (copy enclosed) and submit this to

yas.erappeals@nhs.net marked for the attention of **STATE MANAGER.** Your appeal must set out the grounds for your appeal and must be submitted within 14 calendar days of receipt of this letter.

As part of the Trust's commitment to staff wellbeing, the Trust provides an independent confidential staff counselling service for all staff where you will be able to gain access a professional counsellor. Please contact them directly on 0800 0116 738.

If you have any queries or questions regarding the contents of this letter, please do not hesitate to contact me.

Yours sincerely

(*Manager's name)*
(*Manager's job title*)
cc. HR Department

<if applicable>
Enc. Supporting Evidence
Registration of Appeal Form

Appendix 3 - Flexible Working Appeal Form

NHS Yorkshire Ambulance Service NHS Trust

Flexible Working Appeal Form
If your application has been refused, you may appeal against your employer's decision. You can use this form to make your appeal. You should set out the grounds on which you are appealing, and do so within 14 calendar days of receiving written notice that your application for flexible working has been turned down.
This is a formal appeal and you have 14 calendar days following receipt of this form in which to arrange a meeting with your employee to discuss their appeal. The flexible working appeal reply form must be used when responding to this appeal.
Dear:
I wish to appeal against your decision to refuse my application for flexible working. I am appealing on the following grounds :
(Please continue on a blank sheet if necessary)
Signed : Date :

Appendix 4 - Flexible Working Appeal Outcome Letter

DATE

PRIVATE & CONFIDENTIAL
To be opened by addressee only
NAME
ADDRESS
ADDRESS
ADDRESS
ADDRESS

Dear **NAME**

Re: Flexible Working Application – Appeal Outcome

Following receipt of your Flexible Working appeal on **INSERT DATE** and our meeting on **INSERT DATE** at **VENUE** at which you were supported by **INSERT NAME AND JOB TITLE** and I was accompanied by **INSERT NAME AND JOB TITLE OF HR SUPPORT,** I am writing to confirm the outcome.

You explained that at present your working pattern is **INSERT WORKING PATTERN.** You had applied for a flexible working pattern in order to **STATE REASONS FOR APPLICATION** and as such had requested to work **STATE PROPOSAL** as of **INSERT DATE.** You explained that your grounds of appeal were **INSERT GROUNDS OF APPEAL.**

At our meeting I asked that if I were not capable of approving this request were you able to provide any alternative suggested working patterns should the service be unable to accommodate your preferred option. You explained that there was not **OR** that you would be able to work **(INSERT ALTERNATIVE).**

If approved

I can confirm that on review of your appeal and the reasons stated by **INSERT NAME OF MANAGER**, I have approved your request for a Flexible Working Pattern to commence as of **DATE**. You will work **(DETAIL PATTERN, HOURS)** totalling **XX** hours per week. Your manager will arrange to meet you to review this agreement and ensure it continues to meet your requirements no sooner than 6 months after the date of this letter unless it is deemed not necessary to do so. **[IF APPLICABLE] MANAGER** will submit the relevant change form to the HR Services team who will write to you accordingly. **IF OUTSTANDING, HIGHLIGHT ANY KEY POINTS AND ACTIONS GOING FORWARD.**

If declined

Further to the information provided, I am unable to accommodate your request(s) for the following business reasons:

State business reasons, including evidence such as financial cost, coverage graphs or call volumes

I can confirm that this now concludes the internal mechanism to address the Flexible Working Application you have made. I recognise that this may not be the outcome you were hoping for and

would like to take this opportunity to remind you of the Trust's independent and confidential staff counselling service where you will be able to gain access a professional counsellor. Please contact them directly on 0800 0116 738.

If you have any queries or questions regarding the contents of this letter, please do not hesitate to contact me.

Yours sincerely

(*Manager's name)*
(*Manager's job title*)
cc. HR Department

<if applicable>
Enc. Supporting Evidence
Registration of Appeal Form

Appendix 5 –Retire and Return Approval Letter

Date

Private & Confidential
To be opened by addressee only
NAME
ADDRESS
ADDRESS
ADDRESS
ADDRESS

Dear

Re: Approval of Flexible Retirement – Break in Continuity of Service

I am writing to confirm I have received your resignation letter dated [DATE] and that your final date of employment with the Trust will be [DATE].

I understand that you have requested to return to new employment with the Trust in the role of [INSERT ROLE] following your retirement. I am writing to confirm I can accommodate this request and that you will start in your new role on (DATE).

As you have taken the option to retire and return to the Trust I must inform you of the following:-

- As of [DATE] your employment with the Trust will terminate and will remain terminated until [DATE] (Must be a minimum of 2 full weeks including a minimum of 2 weekends). You should be aware that during this period you will not be an employee of the Trust and you will not continue to accrue statutory continuity of service during this time.

- Following your return to the Trust you will be provided with a new Statement of Particulars of Employment, and, although your previous service will be classed as “reckonable” for the purposes of annual leave and sick pay entitlement, your previous service with the Trust will not count for the purposes of continuity.

- This means that for purposes such as entitlement to pay and benefits which are dependent on your level of continuous service (e.g. pay protection, redundancy etc.) in the future your continuity of service will be calculated from your new joining date i.e. (DATE) and will not take into account your previous service with the Trust before your retirement.

I have enclosed 2 copies of this letter, can I please request that you sign both and return one to the following address, indicating your understanding of the conditions outlined above.

HR Services Team
Yorkshire Ambulance Service NHS Trust Headquarters
Springhill 2
Brindley Way
Wakefield 41 Business Park
Wakefield

WF2 0XQ

If you have any queries please do not hesitate to contact me.

Yours sincerely

[NAME]

[JOB TITLE]

……..

I confirm that I understand and accept the conditions outlined in this letter.

In particular I understand that my employment with the Trust will terminate on [**date**].

I understand that although the Trust has agreed that I may return to new employment following my retirement, my length of continuous service is broken and my previous service with the Trust which was accrued before retirement will not be taken into consideration for the purposes of calculating continuity of service

Name _____

Signed _____

Date _____

Appendix 6 – Flexible Retirement Rejection Letter

Date

Private & Confidential
To be opened by addressee only
NAME
ADDRESS
ADDRESS
ADDRESS
ADDRESS

Dear

Re: Rejection of Flexible Retirement request

I am writing to confirm that I have received your resignation letter dated **[DATE]** and that your final date of employment with the Trust will be **[DATE].**

Having given full and thorough consideration to your request I concluded that I cannot accommodate your request on the following ground(s):

[Insert reasons]

If you feel that your request has been unreasonably denied, you may contact the HR Department or a Union representative for advice and complete the Flexible Working Appeal Form.

May I take this opportunity to thank you for your service with the Trust and wish you an enjoyable retirement.

If you have any questions please do not hesitate to contact me.

Yours sincerely,

[Name]
[Job title]