



Help and Advice

Northern Synod Office, 4 College Lane, Newcastle upon Tyne NE1 8JJ (0191-232 1168)

Bulletin 47: EMPLOYMENT UPDATE

The Help & Advice Group was set up by Synod in 2009, to support local churches in being informed and effective in their life and mission. The group was disbanded in 2014, as part of a simplification of Synod committees, and its work continues through the Trust Officer, under the oversight of the Trust. We are willing to try to provide specific advice on particular topics. Please get in touch if you have questions or suggestions.

This article is part of a series giving an overview of particular subjects of interest for local churches. We also circulate general updates from time to time. Bulletins will also be posted on the members' area of the website with direct links to other websites.

Where readers are directed to web-based resources, the Synod Office is willing to respond to reasonable requests for printed out information for readers without web access, although they may find it more satisfactory to follow up their interest through their local library's web access.

Flexible Working

Churches with paid organists, caretakers, cleaners and other workers should be aware that from 30 June 2014, every employee has had the right to request flexible working (after 6 months in the job).

ACAS has produced helpful advice and a code of practice. The key points are:

- Requests should be in writing, stating the date of the request and whether any previous application has been made and, if so, the date of that application.
- Requests and appeals must be considered and decided upon within three months of the receipt of the request.
- Employers must have a sound business reason for rejecting any request.
- Employees can only make one request in any 12-month period.

For further information, go to www.acas.org.uk/index.aspx?articleid=1616

Shared Parental Leave

Churches with employees should also note that from 5 April 2015, new parents can claim shared parental leave and statutory shared parental pay.

For further information, go to www.gov.uk/shared-parental-leave-and-pay/overview

Paying Staff

For churches employing people, or considering doing so, ACAS has produced a short guide on the basics of paying staff.

For further information, go to www.acas.org.uk/index.aspx?articleid=5308

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