CONSIDERING APPLICATIONS FOR FLEXIBLE WORKING

APPENDIX B

Considering an Application?

For examples of flexibility, refer to Section Four – Forms of Flexible Working.

Thinking about applying to work more flexibly?

For points to consider when making a request, refer to HR1:19.1, Appendix A

Is the application being made by an employee exercising their statutory right? i.e. a parent with a child aged under 17, a disabled child under 18, or a carer of an adult.

Is the application being made by an employee under the terms of the Flexible Working SOP (but not as a statutory right)?

Employee

- Use the Form HR1:19.5
- Keep to the timescales
- If unsure, ask for advice (from the HR Business Centre / staff association/ support group)
- Download information from BERR (or request from HR Business Centre)

Manager

- Be familiar with the SOP and consult the HR Business Centre
- Keep to the timescales; this is essential (if you are away, nominate a deputy to deal with all requests)
- Use the prescribed forms only
- Keep accurate records

Employees and Managers

- Read the SOP
- Seek advice when unsure
- The same procedure should be followed, although there is scope to agree flexibility in terms of timescales, options and outcomes

Employee makes an application on Form HR1:19.4, Appendix D