GUIDANCE FOR THOSE REQUESTING TO WORK MORE FLEXIBLY

APPENDIX A

If you are considering making a request to work more flexibly:

- Read through the SOP and become familiar with the process.
- Consider taking advice – from the HR Business Centre, union or representative of a staff association or support group, including the BTP Federation, TSSA, Association of Muslim Police, Christian Police Association, Disability Equality Support Association, LINK, Support Association for Minority Ethnic staff and Women's Support Forum. More information about these associations and support groups can be found on the intranet. (Home Page > Services > Support Groups).
- Do research (e.g. where instances of the work pattern you have in mind appear to be working well).
- Begin the process as far in advance as you can (following the statutory procedure for example, can take 14 weeks and sometimes longer).

Think about the nature and detail of your request:

- Be as specific as you can about your request, for example, in terms of hours, likely start and finish times, location of work etc.
- Be sure you understand the likely impact this may have on your pay and benefits.
- Look at the criteria your manager will be using to assess the request (Section Five of the SOP).
- Think about:
  - The impact on your colleagues.
  - How you can maintain or enhance the service you provide, identifying any issues or potential problems and how they may be overcome.
  - How can you be flexible about your request in case specific problems are identified that need to be addressed before some form of more flexible working can be agreed.

Then complete the Form:

- Please note that the form is to be used for requesting flexible working (not annual leave; maternity, adoption or paternity leave; special, compassionate or leave associated with exceptional domestic circumstances; time off for public duties or the Territorial Army).
- This SOP gives you a right to request and have your request carefully considered – it does **not** guarantee that your request will be acceded to.
- Fill in Section One and Two if you are making a statutory request i.e. you are a parent with a child aged under the age of 17, or a disabled child under the age of 18, or, you are the carer for an adult as prescribed by regulations[1] (refer to Section Nine of the SOP for further information.
- It may be helpful to informally talk your request through with your supervisor, but in any event, anticipate that your manager will arrange a meeting to discuss your request within 28 days of you submitting it.

[1] For further information on the definition of a carer for an adult refer to Section Nine of the SOP– Further Information.