

Leave Policy and Flexible Working Guide

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EQUALITY STATEMENT

Surrey Downs Clinical Commissioning Group (Surrey Downs CCG) aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the Human Rights Act 1998 and promotes equal opportunities for all. This document has been assessed to ensure that no-one receives less favourable treatment on grounds of their gender, sexual orientation, marital status, race, religion, age, ethnic origin, nationality, or disability.

Members of staff, volunteers or members of the public may request assistance with this policy if they have particular needs. If the person requesting has language difficulties and difficulty in understanding this policy, the use of an interpreter will be considered.

Surrey Downs CCG embraces the four staff pledges in the NHS Constitution. This policy is consistent with these pledges.

		Yes, No or N/A	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
	• Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?	N/A	
4.	Is the impact of the document/guidance likely to be negative?	N/A	
5.	If so, can the impact be avoided?	N/A	
6.	What alternative is there to achieving the document/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

For advice in respect of answering the above questions, please contact the Corporate Office, Surrey Downs CCG. If you have identified a potential discriminatory impact of this procedural document, please contact as above.

Names and Organisation of Individuals who carried out the Assessment	Date of the Assessment
Claire Johns	Feb 2014
Justin Dix	

1. INTRODUCTION AND PURPOSE

- 1.1. The provisions outlined in this policy serve as a guide to managers across NHS Surrey Downs Clinical Commissioning Group (“The CCG”), in determining fair and reasonable practices in the provision of leave and guidance for managers and employees considering flexible working arrangements and time off in lieu and the responsibilities of either party. Special leave may be defined as leave given in addition to annual leave and may be paid or unpaid.
- 1.2. The policy aims to maintain consistent management practice. This may not entail identical decisions in all cases, as each individual case will be assessed according to circumstances.
- 1.3. The CCG believe, as an organisation committed to providing equal opportunities for all, it should support flexible working practices. It seeks to help employees balance the demands of domestic and work responsibilities, particularly at times of urgent and unforeseen need, providing paid or unpaid leave as appropriate.
- 1.4. Where possible, a flexible approach will be adopted to enable staff to meet these different demands. This will only be achieved if staff recognise their responsibilities with regard to making reasonable adjustments to working hours and using annual leave where circumstances allow.
- 1.5. With regard to flexible working, the guidance outlines a fair, equitable and consistent approach towards the consideration of flexible working requests in line with the working arrangements of the whole team, and the overall service and business needs
- 1.6. The provisions do not confer any contractual rights.

2. SCOPE

- 2.1. This policy will be applied to all employees and covers the provision of paid or unpaid leave requested under the following categories:
 - Annual leave
 - Compassionate Leave
 - Carer Leave
 - Special Leave (where Carer Leave isn’t appropriate)
 - Special Leave for Public Duties
 - Flexible Working requests and arrangements
 - Time off in lieu (TOIL)

All forms of leave should be reported and authorised using the application forms as identified below:

- Appendix A – Special Leave
- Appendix B - Flexible Working
- Appendix C – Time Off In Lieu

2.2. The scope of the policy allows for decision as to the timing of leave to be the ultimate decision of the manager – the contractual and legal entitlement to paid leave should not be regarded as an automatic entitlement to take leave at the time of the employee's choosing.

2.3. If leave is requested at short notice, every effort should be made to cover the individual concerned during a time of crisis, but managers must be aware of business requirements and take decisions accordingly.

2.4. To have statutory eligibility to have the 'right to request' and to apply for a flexible working arrangement, the applicant must be an employee (with a contract of employment; agency workers are not eligible). Furthermore, the employee must:

- have parental responsibility of a child under the age of 17 or under the age of 18 if the child has a disability, or
- be the carer for an adult who is their spouse, partner, civil partner or relative or someone, who although not related to them, lives at the same address as them.
- have worked for their employer for 26 weeks continuously at the date that the application is made
- not have made another application to work flexibly under the 'right to request' flexible working during the past 12 months.

2.6 The request to work flexibly under this guidance does not cover informal arrangements made on an ad-hoc basis (i.e. for short term changes covering a period of one or two days or use of short notice annual leave requests, please refer to leave policy).

2.7 Where there is reason to grant short term changes to working patterns to cover a fixed and defined period of change in the employees' situation, the options available should be discussed by the manager and the employee and agree a timescale for the change, confirming all arrangements in writing with the employee. Under these circumstances the working pattern shall return to its normal form following the fixed period stated. If the change in working pattern needs to be extended for an indefinite amount of time then it shall be subject to this guidance and process, this includes the request to work from home.

2.8 Flexible working arrangements will need to be reviewed on a periodic basis by the employer and the employee in line with changing business needs or personal situations. A review of existing flexible working arrangements should form part of the appraisal process at least annually, but may be reviewed between appraisals if the need arises.

2.9 The organisation has a right to review the flexible working arrangements in line with changing business needs, and the employee can request a review or indicate if a flexible arrangement put in place, is no longer required due to a change on circumstances or there has been a change in personal circumstance.

2.10 Flexible working arrangements do not automatically transfer with an employee from organisation to organisation, staff beginning their employment with Surrey Downs Clinical Commissioning Group and requiring flexible working arrangements will need to make a request for those flexible working arrangements when they begin their employment with the organisation.

3. RIGHT OF APPEAL

3.1. Any appeals arising from a manager's decision in relation to leave should be made through the Grievance Procedure as set out in Policy HR04 Grievance, Bullying and Harassment.

4. ANNUAL LEAVE

4.1. Employee's entitlement to annual leave will be in accordance with Agenda for Change terms and conditions of service and depend on their length of service.

- On appointment 27 days plus 8 bank holidays
- After 5 years service 29 days plus 8 bank holidays
- After 10 years service 33 days plus 8 bank holidays

4.2. Any requests for annual leave must be made to the employee's manager on the appropriate form and giving as much notice as possible.

4.3. The manager needs to give due consideration to the needs of the service and ensure adequate staffing levels in deciding whether to authorise the leave requested.

5. COMPASSIONATE LEAVE

5.1. This is intended to provide a compassionate response to cases of urgent domestic distress such as bereavement or serious illness in the immediate family. The immediate family will include:

- Child
- Partners (including same-sex partners)
- Parents
- Parents of partner (if the employee is responsible for funeral arrangements)
- Siblings

5.2. Leave will not normally be granted for extended family unless there were exceptionally close links.

- 5.3. The manager has the discretion to grant paid leave, normally up to 3 days in any leave year, however, in exceptional circumstances, the manager has the discretion to extend this to a maximum of 5 days paid leave. Any further leave may be granted at the managers discretion in liaison with HR.
- 5.4. If it is not appropriate to take compassionate leave then annual leave or unpaid leave may be utilised in agreement with the manager.
- 5.5. In all cases, managers should assess the individual circumstances of the request for leave and consider the levels of stress experienced by the member of staff and whether it is likely to affect his/her work. Advice should also be taken from the HR team if necessary.
- 5.6. Where a member of staff is requiring time off over a longer period of time the manager may consider a change in working hours in discussion with the individual, on either a temporary or permanent basis.

6. CARER LEAVE

- 6.1. This provision is intended for circumstances where individuals with parental or carers status of dependants face immediate and unexpected problems in their caring arrangements e.g. dependant is sick, unexpected closure of nursery, school or care home.
- 6.2. A 'dependant' would normally be classified as a person living in the same household as the person providing care, including spouse, partner, parent, child, someone who lives as part of the family unit, or reasonably relies upon the employee as their carer.
- 6.3. Managers should assess individual circumstances during times of domestic difficulty and have the discretion to grant leave with pay (up to a maximum of 3 days in a leave year). In exceptional circumstances, a further period of unpaid leave may be granted.
- 6.4. It is recognised that staff may need to take leave at short notice in order to care for a dependant who is suffering from a common ailment and therefore may not be able to use the normal care arrangements in place. Where possible, staff are encouraged to make alternative care arrangements and a manager should grant paid carer leave in order for these to be made. It is important that staff members are not compelled to take sick leave to care for a sick dependant when they are fit for work and therefore an open discussion with the manager in these situations is encouraged. If alternative arrangements can't be made then the manager has the discretion to allow annual leave, time off in lieu or grant a period of unpaid leave. Staff should also take into account the potential need to take leave in these circumstances and should be encouraged to plan their annual leave accordingly.
- 6.5. For part time staff, carer leave should be granted on a pro rata basis depending on the number of days worked in a week.
- 6.6. There is no requirement that the requested leave should be taken consecutively. The manager and member of staff should agree a pattern which allows for appropriate cover.

6.7. For longer term carer demands the member of staff concerned should discuss other options with their manager including unpaid leave, parental leave or a temporary change to working hours.

7. SPECIAL LEAVE FOR PUBLIC DUTIES

7.1. Staff undertaking essential civil or public duties are entitled to paid leave in respect of specific activities. Also included in these guidelines are duties or activities for which it is considered paid time off should be allowed, although there is no legal requirement to give it.

7.2. The CCG wish to allow the widest possible discretion when faced with requests for leave therefore only indicative amounts of leave with pay that may be agreed for each duty or activity have been stipulated.

8. SPECIAL LEAVE PROCEDURE

8.1. Any member of staff wishing to participate in any of the duties/activities entitling special leave should discuss their wishes with their manager before committing themselves. Entitlement to paid leave could be affected if this process has not been undertaken.

8.2. Where absence on a public duty or activity would cause considerable disruption to a department, with the exception of Jury Service, the manager has the right to refuse permission for special leave with or without pay. In doing so the manager must ensure that any decision to refuse permission is reasonable in all circumstances.

8.3. Managers should ensure that the employee's personal file contains a record of the request for Special Leave, the date granted or refused, the amount agreed if any, and any special conditions agreed with the manager in respect of that duty or activity.

8.4. Managers have discretion to increase the amount of paid or unpaid leave for any of the duties or activities outlined in this section in consultation with the individual.

8.5. Decisions to increase the amount of special leave granted will be dependant on the exigencies of the Service, i.e. the size and/or efficiency of the Department and the availability of adequate cover arrangements. If the request for an increase in time off for special leave is declined the manager must ensure their decision is reasonable in all circumstances.

8.6. Individuals granted special leave to undertake public duties or activities should provide their manager with an outline of their expected involvement throughout the year to enable their absence to be planned within the leave roster and should only be granted in respect of time when the employee would normally be at work.

8.7. If permission to undertake a public duty or activity is unreasonably refused, the employee may raise a grievance.

8.8. If paid leave is granted and a daily fee is payable then this must be remitted to the organisation. Members of staff who wish to apply for Special Leave should complete the application form at Appendix A. This should be authorised by the manager and copies forwarded to the HR team. Managers should retain a copy for the personal file.

9. DUTIES AND ACTIVITIES FOR WHICH SPECIAL LEAVE MAY BE GRANTED

9.1. Staff requesting special leave for the following duties or circumstances may be granted leave as indicated. Managers have discretion to grant paid or unpaid leave in excess of the amount stipulated in consultation with the individual.

Type of Special Leave	Indicative Levels of Paid Leave Per Year
Court Attendance as a Witness	As required
Jury Service	2 weeks
Training with Reserve & Cadet Forces	1 week *
Witness in In House Appeal Hearings	As required
Service as Magistrate	10 days or 20 half days

9.2. In other circumstances not outlined above, paid or unpaid leave may be allocated at the discretion of the manager in consultation with HR Department.

* Training with the Reserve or Cadet Forces

It is recognised that the individual may be called at short notice to serve in a national or international emergency. Absence on unplanned service will not break continuity of service.

10 FLEXIBLE WORKING EMPLOYEE'S AND LINE MANAGER'S RESPONSIBILITIES

10.1 Employee's responsibilities

- the application must be made in writing, stating it is being made under the statutory right to apply for flexible working
- the application must confirm the employee's relationship to the child or adult
- the application must set out the employee's proposal and explain in detail the reasons for the application, what effect the employee thinks this will have on the business and how this may be dealt with
- to provide a clear explanation as to the circumstances giving rise to the request for changes in working patterns under either the Statutory or Other eligibility criteria

- the application must specify a start date for the proposed change giving reasonable time to consider the proposal and implement it. This may take 12–14 weeks
- the application must state whether a previous application has been made and if so the date on which it was made
- the application must be dated.

10.2 Line Manager's responsibilities

- To arrange a meeting with the employee within 28 days of receiving the application to discuss the request. This meeting is not required if the manager agrees to the terms of the application and notifies the employee accordingly within 28 days of receiving the application
- allow the employee to be accompanied by a staff side representative or workplace colleague if they so wish notify the employee of their decision within 14 days of the date of the meeting. This notification will include:
 - either accept the request and establish a start date and any other action or confirm a compromise agreed at the meeting, or reject the request and set out clear business reasons for the rejection
 - together with notification of the appeals process
 - arrange to hear the employee's appeal within 14 days of being informed of
 - the employee's decision to appeal. The employee must be allowed to be accompanied by a staff side representative or workplace colleague if they so wish
 - notify the employee of the decision on the appeal within 14 days after the
 - date of the meeting. The notification will either:
 - uphold the appeal, specify the agreed variation and start date or
 - dismiss the appeal, state the grounds for the decision and contain a sufficient
 - explanation of the refusal.

10.3 Refusal of a Flexible Working Request

A flexible working request may be refused, for example, on one or more of the following business related reasons (this list is not exhaustive):

- Burden of additional costs;
- Detrimental effect on the ability to meet customer demand;
- Inability to reorganise work among existing staff
- Inability to recruit additional staff;
- Detrimental impact on quality;
- Detrimental impact on performance;
- Insufficiency of work during the periods the applicant proposes to work;
- Planned structural changes.

11 FLEXIBLE WORKING OPTIONS

- 11.1 'Flexible working' incorporates a wide variety of working practices that are different from standard practice. In many cases, flexible working practices will be individually tailored to suit the needs of the individual and the department.
- 11.2 There are many different types of flexible working arrangements, which include the following; however these examples are not exhaustive, all of which will require agreement from the organisation:
- **part-time working**, where a person works to a pattern and number of hours by mutual agreement
 - **job sharing**, where two or more people share the responsibilities of one or more full-time job(s), dividing the hours, duties and pay between them
 - **flexi-time**, where employees can choose their own start and finish time around fixed core hours (but maintains the full working hours within their contract)
 - **annual hours contracts**, where people work a specific number of hours each year, with the hours being unevenly distributed throughout the year
 - **flexible rostering**, using periods of work of differing lengths within an agreed overall period
 - **term-time working**, where people work during the school term but not during school holidays
 - **home working**, where people work from home for all or part of their hours with a computer or telecommunication link
 - **voluntary reduced working time**, where people work reduced hours by agreement at a reduced salary
 - **fixed work patterns**, where, by agreement, days off can be irregular to enable, for example, access by separated parents to their children and flexible rostering
- 11.3 Any of the above may be agreed as part of informal, ad-hoc or short term measures to cover a sudden and short term change in circumstances for the employee (i.e. such as time needed for servicing or repair of domestic equipment). Whilst these will not be subject to the full consideration of this process, these must be agreed with the line manager and a fixed period of time agreed, with normal working patterns resumed following this period.
- 11.4 Any ad-hoc arrangements required (for very short periods of time, or sudden changes in need) must be formally approved by the line manager, and staff are required to seek permission before making any ad-hoc changes to their working patterns. This should be formally recorded and the nature of the change should be considered in terms of impact on the team, service and ability to deliver the business, as much as the individuals own needs.

12.0 Time Off In Lieu

12.1 Definitions

Time Off In Lieu (TOIL) – Lieu time is time off which employees are authorised to take in *lieu of* (ie: instead of) overtime pay for time worked in addition to contracted hours by pre-agreement with their line manager.

12.2 Procedure

TOIL has a number of benefits for the CCG, specifically it can be used to assist with service delivery by providing cover for unforeseen service needs and enabling staff to have a healthy balance between home and work life.

This Policy addresses the informal daily working arrangement of staff in terms of Time Off in Lieu (TOIL) rather than long term alterations to work patterns. Staff interested in permanent /long term working pattern alternations should consult the HR team.

Managers need to be reasonable in their expectations of staff and wherever possible, an agreement must be reached before time owing is accrued.

If a situation arises in which members of staff are continuously accruing time owing, the pattern of working within the team should be reviewed by the manager to determine whether there is an alternative method of delivering the service.

12.3 Working Hours

The Working Time Regulations 1998 state that staff must not work in excess of 13 hours per day (including rest breaks) and that staff should not work in excess of an average of 48 hours per week unless they have agreed with their line manager and signed an opt out agreement to the Work Time Regulations.

12.4 Accrual of TOIL

It is expected that staff are able to complete their job within their contracted hours. However, whilst it is not encouraged, it is recognised that on occasions staff may need to work additional time, thereby accruing TOIL.

The amount of time owing accrued by the employee should not exceed 15 hours for full time staff or pro rata of 15 hours for part time staff (eg: an employee with 15 hours contract must not accrue more than 6 hours' time owing, or an employee with 22.5 hour contract must not accrue more than 9 hours owing).

Working additional hours (ie accruing TOIL) should always be agreed in advance with the line manager, who has responsibility for authorising the Time Off In Lieu Record (Appendix C). Taking time off in lieu should also be agreed with your manager.

It is recognised that there will be exceptional circumstances, for example when an employee is delayed whilst working with clients in the community and is not able to access a phone or contact their manager should be informed as soon as possible (within 24 hours) and the Time off In Lieu Record should be completed retrospectively.

There are examples where time owing should not be accrued. These guidelines do not seek to be exhaustive however lieu time should not be accrued:

- Where an employee's chooses to take a rest break
- As a result of poor time management
- As a means of accruing extra leave

12.5 Recording Additional Hours

When a member of staff undertakes duties outside of their contracted hours, a record must be kept and authorised by the employee's manager on a Time off Lieu Record (Appendix C). This must be held securely within the department. The record should be reviewed by the employee and the manager at the end of each month and signed to confirm that it is an accurate reflection of additional hours worked and taken off work during the month.

Additional hours should be recorded in no less than 30 minute blocks. The reason for any additional hours should be clearly stated. To avoid excessive paperwork, if the extra time worked is less than 30 minutes, this does not need to be documented on the TOIL record and should be dealt with locally and informally by agreement with the manager.

12.6 Taking Back Time Owing

Taking back any time worked in lieu must be agreed by the manager according to service needs and should be recorded on a TOIL record (Appendix C)

Where managers do not approve the requested TOIL, suitable alternative dates (earlier or later) should be identified and suggested.

Managers must not approve requests which will require a member of bank staff or agency worker to cover a shift or where overtime will be required to provide cover.

An employee may not take time off in lieu in advance of accruing the time and on the basis that they are due to work extra time in the future, unless there are exceptional circumstances and the employee's line manager has authorised this.

12.7 The TOIL Accounting Period

In managing their service, managers should encourage and enable employees who have accrued lieu time to take the time back as quickly as possible and within one calendar month where possible.

For instance, if time is accrued on 15th January then the manager and employee should arrange for the time owing to be taken before 15th February.

Where, for service delivery reasons, it is not possible for the time to be taken back within one calendar month, managers should work with their staff to plan when the lieu time can be taken within 3 months of its accrual.

In accordance with Agenda For Change Terms and Conditions of Service employees who, for operational reasons, are unable to take time off in lieu within three months must be paid at the overtime rate. Payment in lieu of TOIL will not be made where the CCG has made a reasonable offer for the employee to take the time in lieu, which has been refused.

Lieu time may not be carried over from one post to another. All lieu time must be taken prior to internal transfer or upon leaving the CCG's employment. Employees will not be paid in lieu of accrued TOIL which has not been taken by the final day of employment. Any such accrued TOIL will be lost.

12.8 Duties

12.8.1 Chief Operating Officer/Executive Team

Give their commitment to fair and equitable treatment of all members of staff who agree to work additional hours when needed irrespective of age, gender, marital status, disability, race, colour, national/ethnic origins, religion or sexual orientation.

12.8.2 HR Function

- To ensure that TOIL is being managed consistently across the CCG
- Regular audits take place to monitor that systems in place adequately control and monitor TOIL and prevent error/misuse.

12.8.3 Line Managers

- Ensure staff awareness of the policy and how to access it
- Ensure that the Policy is applied fairly and consistently
- Managers will co-ordinate the use of TOIL within their team to ensure that there is adequate cover for all functions of their service provision and that the system is not being misused
- Managers should ensure that employees are given reasonable opportunity to take any accrued TOIL within the approved period
- Managers should ensure that TOIL is not used as an alternative to flexible working but used occasionally to deal with fluctuations in workload

- Managers must keep a proper account of additional hours worked using the prescribed template (Appendix C)

APPENDIX A

APPLICATION FOR SPECIAL LEAVE

Part 1 – to be completed by member of staff

Name:			
Work Address:			
Directorate:		Band:	
Payroll Number: (on payslip)		Date Employment commenced:	

Please indicate the type of special leave requested:

	Compassionate Leave		Carer Leave
	Special leave for public duties		

Please provide further details of the type of leave requested:

Start and end date of leave	
Total number of days taken	
Paid/Unpaid	Manager – forward form to payroll if leave is unpaid
Further Information:	
Signed:	Date:

Part 2 - to be completed by line manager

I certify that, to the best of my knowledge, the details outlined above are correct and have been agreed.

Signed:	Print Name:
Date:	

Please submit a copy of this form to the Human Resources team.

APPENDIX B

APPLICATION FORM FOR FLEXIBLE WORKING

1. Personal Details			
Name			
Job role		Employee Assignment Number (on pay slip)	
Manager		Department	

2. Eligibility	
Please complete either Section 2a or Section 2b below, as applicable.	
<p>2a. Statutory Eligibility</p> <p>I would like to apply to work a flexible working pattern that is different to my current working pattern, under my legal 'right to request' flexible working. I confirm I meet the statutory eligibility criteria as follows:</p> <ul style="list-style-type: none"> • I have parental responsibility for the upbringing of a child under 17 years of age or a disabled child under 18. AND I am the mother, father, adopter, guardian, special guardian or foster parent of the child; or I am the spouse to, or the partner or civil partner of, the child's mother, father, adopter, guardian, special guardian or foster parent. AND I am making this request to help me care for the child. • I am, or expect to be, caring for an adult. AND I am the spouse, partner, civil partner or relative of the adult in need of care; or I am not the spouse, partner, civil partner or relative of that adult, but live at the same address. AND I am making this request to help me care for the adult in need of care. • I am an employee and have worked continuously for the Organisation for the last 26 weeks • I have not made a request to work flexibly under the statutory 'right to request' flexible working and the Organisations 'Guidance for Flexible Working Arrangements' during the past 12 months. <p><i>If a previous application to work flexibly has been made, please provide the date:</i></p>	<p>Please tick below as appropriate</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>.....</p>
<p>2b. Other Eligibility</p> <p>I would like to apply to work a flexible working pattern that is different to my current working pattern. I confirm:</p> <ul style="list-style-type: none"> • I am an employee and have worked continuously for the Organisation for the last 26 weeks • I have not made a request to work flexibly under the Guidance for Flexible Working Arrangements' during the past 12 months. 	<p>[]</p> <p>[]</p>

If a previous application to work flexibly has been made, please provide the date:	
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If you have indicated in Section 2a you have ‘statutory eligibility’ to apply for flexible working, your application will be dealt with in the statutory timescales outlined within the Organisations ‘Guidance for Flexible Working Arrangements’ (or these may be extended by agreement by both parties).

If you have indicated in Section 2b you have ‘other eligibility’ your application will be dealt with within the statutory timescales outlined within the Organisations ‘Guidance for Flexible Working Arrangements’, however the Organisation reserves the right not to be bound by these, and to extend these timescales within reason. Any amendments will be put in writing to you.

3. Current working pattern and proposed flexible working arrangement. ALL applicants must complete the following sections.
3a. The reasons for my request to work flexibly are as follows (please continue on a separate sheet if necessary):
3b. Describe your current working pattern (days/hours/time worked):
3c. Describe the working pattern you would like to work in the future (days/hours/times worked):
3d. Impact of the new working pattern I think this change in my working pattern will affect my employer and colleagues as follows:
3e. Accommodating the new working pattern I think the effect on my employer and colleagues can be dealt with as follows:

3f. I would like this new working pattern to commence from:	
Date:	
I understand that if my request is agreed this will result in a permanent change to my contract of employment, and I have no right in law to return to my previous working pattern.	
Signed:	
Name (printed):	
Dated:	
For Line Manager use only:	
Signature of Line Manager:	Date received:

Please return the completed form to your Line Manager

✂-----
 Cut this slip off and return it to your employee in order to confirm your receipt of their application

Employer's Confirmation of Receipt (to be completed and returned to employee)	
To:	
I confirm that I received your flexible working application form to request to change your work pattern on date:	
Based on the assessment of your application, against the team arrangements, service and business needs:-	
<ul style="list-style-type: none"> • If your proposed flexible working pattern can be easily accommodated by the team, service and business, I will notify you of this, in writing, within 28 days of receiving your application; or • If your proposed flexible working pattern and requires further discussion in terms of potentially how and whether this can be accommodated this within the team, service and business, I will arrange a 'Flexible Working Request Meeting' to discuss your application within 28 days of receiving your application. At this meeting, you have the right to be accompanied by a recognised staff side representative or a workplace colleague of their choice. 	
From (signed Line Manager):	
Dated:	

APPENDIX C

TIME OFF IN LIEU RECORD

NAME:	JOB TITLE:	DEPARTMENT/TEAM:
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Month:

TOIL ACCUMULATED				TOIL TAKEN			
Date	Hours accrued	Reason	Authorised by line manager	Date	Hours Taken	Authorised by line manager	Balance

Employee Signature	Date
Managers Signature	Date

- Minimum recorded time is 30 minutes. Maximum accrued time is 15 hours for full time (pro-rated for part time staff) – at any time