Appendix D

Information for Employees

There may be times in your employment where you might require flexibility in your role. This may be for a temporary period or continue indefinitely. Depending on the arrangement, the change in working arrangements may or may not trigger a change in your employment contract.

**Useful Tips**

* Consider why you feel traditional ways of working are not producing the best results and what would be best for you and your employer.
* Consider what each of you will need to do to make the arrangement work.
* Be sure to consider the risks and negative impacts and see if there is a way you and your employer can address them.
* Flexible work should be planned around peaks and troughs in workload.
* Your relationship with your Employer is of utmost importance and effective flexible work arrangements are based on mutual trust and commitment.
* Consider your employer’s commitment to customer service and make sure that your flexible arrangement meets the needs of both your customers and your team
* Make an effort to keep in regular contact with your wider team. This is important to ensure that there is minimal disruption to the business
* Make sure that you are still available to attend training and team meetings etc. and try to be flexible about incorporating these commitments into your flexible arrangement.
* Be prepared: Fill out your request in writing and schedule a time to talk to your Employer to discuss how it could work.

**Applying for Flexible Work**

Before applying for flexible work

1. Ask your employer for a copy of the ‘Flexible Work Toolkit’ which explains options and processes and legislative requirements.
2. Give consideration to all the details and how they will impact your employer.
3. Ask your employer for a Flexible Work Application form/template.
4. You are required to apply for flexible work in writing. Complete the Flexible Work Application Form in full. Otherwise an email is acceptable if it contains the same details
5. Your employer has one month to reply (It is most likely they will talk to you first before responding in writing

**REMEMBER:** Flexible work arrangements are not a constant or a right. They are a condition of employment that if there is a negative impact on the business, the employer can review and does not have to continue with them. It is in both the employer and employee’s interests to keep open communications and regularly review arrangements and put all agreements in writing.