

APPENDIX 2

Guidance For Employees

How to Help the Authority Consider your Application

- Think carefully about the working pattern you require before making your request. You will have no right to revert back to your former hours of work.
- Be clear about the date you would like the new working pattern to commence. Allow sufficient time for the procedure to be undertaken.
- Always complete Form FW (A) when submitting your application. This will ensure that you provide all the relevant and necessary information for the Authority to consider your application properly.
- The more notice you provide in your application the more likely your line manager is to be able to accommodate your preferred start date.
- Take into account the financial implications of your request prior to submitting your application.
- It is to your advantage to provide as much detail as possible about the pattern you would like to work.
- Take time to consider the impact on your work colleagues if your working pattern is changed.
- Support your application by providing the perceived business benefits of approving a request for flexible working e.g. demonstrating how your request will provide extra cover at peak hours thereby improving customer service.
- Consider the potential problems your request may present and provide possible solutions.
- Ensure you submit your application to the appropriate officer for consideration.
- If you are due to go on maternity leave think carefully about when to submit your application. If you intend for your request, if approved, to start on your return to work then you will need to meet your line manager during your period of maternity leave.

The Meeting

- Be prepared to expand on any points within your application
- Be prepared to be flexible – e.g. consideration of alternative work patterns, trial periods or alternative start dates

- If you intend to be accompanied at the meeting ensure your companion is fully briefed on your request