

How To – Approving a Request to Work Flexibly

A straightforward request may be approved without the requirement to meet with the employee however discussion is recommended to ensure all parties fully understand the request and any contractual implications.

Once a decision has been reached, the Manager must notify the employee, in writing, of the decision to approve. This email/letter must

- Summarise the decision taken
- detail the new working pattern,
- state the date on which it will start.

Many changes will necessitate an amendment to the terms and conditions of employment of the employee.

- Human Resources will be able to provide any assistance which may be required with the revised salary.
- Any other actions that you, as Manager, need to take to set up the new working arrangement should be actioned through MyPKC portal.
 - Changes to the employee's terms and conditions of employment.
 - Changes in remuneration

The employee should be advised of any contractual changes within one month of commencing the new arrangement.