



13-14



Flexible Working Requests in ESR Guidance

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Introduction

This guide is to be used together with the Flexible Working policy. All requests for flexible working arrangements must be made using ESR to capture and monitor requests. This guidance details how requests for Flexible Working should be managed using ESR.

For employees to submit a Flexible Working Request they will need Employee Self Service ESR access. Manually typed username and password can be used to access Employee Self Service or a smartcard can be used should one be linked to the user account (Trust devices only).

Managers can also enter Flexible Working Requests on behalf of an Employee, should there be any employees who are uncomfortable with adding these details to ESR themselves, or for colleagues who have limited digital access.

Should managers need a smartcard, ESR Supervisor Access or changes to their ESR Supervisor hierarchy please contact workforce@liverpoolft.nhs.uk

Overview of Flexible Working Request process

General overarching workflow for Flexible Working Applications is as follows:



Step-by-step guidance

Making a Flexible Working Request- All Colleagues

1. Log into ESR and when the ESR portal screen appears from the left hand menu select 'My Employment>Flexible Working'.



2. On the **Employee Flexible Working Requests** screen you will see any pending Flexible Working Requests which have already been submitted. You will also see a drop down box detailing your assignment(s) and the supervisor linked to each. If you have multiple assignments, please ensure that the correct one has been chosen and click on the Create New Request button to begin a new Flexible Working Request.

IMPORTANT: If the supervisor listed is not the individual who would approve your Flexible Working Request this cannot be changed. You must speak with them so they can reassign the notification in ESR to the correct person.

= NHS	My Employment					Q Search	क Home	★ Favorites	Settings	Logged In A	s 2875J	ل Logout	Port
Employee	e Flexible	Working	Request	s							Bac <u>k</u>	Create <u>n</u> ew requ	ist
Employee Sumn	nary												
Employee Na	ame Jon	Employee N	umber 26										
Please select wh	iich assignment / sup ent Number (Superv	ervisor this flouid isor Name) 269	5 (Conno	rtie for Iy,									
Applications for	r Flexible Working	š											
Assignment Number	Process StartDate	Type of Request	Requested Change	Requested Arrangements	Date Submitted	Date Received	Deci: By	sion Required	d Applicati Status	ion Pro Dat	cess End æ		n
26955319-2	19-Oct-2023	Home Workin	g Other	Temporary	19-Oct-2023				Submitte	ed			
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					Switch to Mobile								

3. Once you have clicked on **'Create New Request'** to start a new flexible working application you will see the screen below and the fields which you will need to complete.

≡ <u>NHS</u>			Q Search	🏠 Home	★ Favorites	Settings	Logged In As 287		U Logout	() Portal
Request a new flexible working arrang	ement							Cance	Sub <u>m</u> i	it
Personal Details										
Employee Name Assignment Number Supervisor Name										
I would like to apply to work a flexible working pattern that is different to r Indicates required field	ny current working patter	n in line with th	e organisatio	ons policy fo	r flexible wo	rking.				
Flexible Working Request										
Date of Application	21-Jun-2024									
 Type of Request 		~								
 Describe your current working pattern 										
Requested Change		~							_10	
Requested Arrangements	~									
♥ Future Work Pattern										
Relevant Supporting Information if you would like to provide it									h	
I would like this working pattern to commence from	m								-fe	
Convright (c) 1998-2022. Oracle and/or its affiliates. All rights reserved										
- copyright (c) 1770, 1021, Oracle and of its anniales. Annights reserved.										
	s	witch to Mobile								

Below is a table detailing the available fields linked to Flexible Working Requests. This includes the type of entry required, i.e. date, drop down list, or freetext. Bullet points in the table denote drop down list options, and text in italics denotes input tips for that field.

FIELD	ТҮРЕ	INPUT
Date of Application*	DATE	
Type of Request*	DROP DOWN LIST	 Agile/Hybrid Worker Annualised Hours Condensed Working Hours Contractual Homeworker Flexible Retirement Flexitime Job Share Other Flexible Working Part Time Part Year Working Partial Retirement Retire and Return Seasonal Working Staggered Working Hours Step Down Team Self Rostering Wind Down
Describe your current working pattern*	FREETEXT	Describe the working pattern you would like to work (days/hours/times worked)
Requested Change*	DROP DOWN LIST	 Change working days/shifts Decrease hours – change to PT Decrease hours – remain PT Increase hours – change to FT Increase hours – remain PT Other
Requested Arrangements	DROP DOWN LIST	 Permanent Temporary Trial Informal
Future Work Pattern*	FREETEXT	
Relevant supporting Information if you would like to provide it	FREETEXT	Add any relevant supporting information to support you flexible working request
I would like this working pattern to commence from	DATE	

Any field with a green Asterix * is mandatory and must be completed.

A 'Sample Completed Flexible Working Application' is available in Appendix 1 for reference if needed

4. Once all required fields have been completed click on the **Submit** button. The Flexible Working Request has now been submitted!

The supervisor who appears on the first Flexible Working screen will receive a notification informing them of your request.

Your submitted request will also be visible to the requesting employee on their Flexible Working screen accessible via Employee Self Service, as below. This includes an 'Application Status' field to keep track of request progress.

	5				Q Search Horr	i 🖈 Ie Favorite	s Settings	Logged In As 2	87S)	U (Logout Po
Confirma Your appli	ation ication for a flexibl	le working pattern has	successfully been sub	mitted, and a notifi	cation has been set	nt to your sup	ervisor.			
mploye	ee Flexibl	le Working	Requests					Bac	k Create	<u>n</u> ew request
nployee Sun	nmary									
Employee	Name Jones	Employee Nu	mber 2695							
lease select v ★ Assign	vhich assignment, ment Number (Su	/ supervisor this flexibl pervisor Name) 2695	e working request is f	or.						
plications f	or Flexible Wor	rking								
	Process	- (0)	Requested Change	Requested	Date	Date Received	Decision Required By	Application Status	Process End Date	Available Action
ssignment umber	StartDate	I ype of Request		Allangements	Jubilitteu					
umber 1955319-2	StartDate 27-Oct-2023	Condensed Working Hours	Change working days/shifts	Permanent	27-Oct-2023			Submitted		
ssignment umber 3955319-2 3955319-2	StartDate 27-Oct-2023 19-Oct-2023	Condensed Working Hours Home Working	Change working days/shifts Other	Permanent Temporary	27-Oct-2023 19-Oct-2023			Submitted Submitted		

Making a Flexible Working Request- For managers

1. Log into ESR and when the ESR portal screen appears select the Manager tab in the top blue bar. Then click on 'My Team Assignment Information>Flexible Working'.



2. On **the People in Hierarchy screen** find the required record for the employee who wishes to submit a flexible working request. This can be done by finding the name from the names in view, or by entering the surname in the '**Name**' field in the top left of the screen.

Once the required record has been found click on the 'Action' icon on the right hand side.

≡ NHS			🝳 🎓 ★ 🔅 Logged In As 287; Search Home Favorites Settings	Help Logout	E Ports
Name	Go Advanced Search My List				
Flexible Working: Pe	ople in Hierarchy				
Image: State of the section button next to the sectin button next to the section button next to t	employee you wish to action. Click the details button for more	information about the employee.			
Cocus Name	Assignment Number	dot	Organisation	Action Deta	tails
Solution	0				
💠 🖪 Broadt	2654	Nursing and Midwifery Registered Sister or Charge Nurse	287 Ward 6d (860025)		1
Caste	2524	Administrative and Clerical/Officer	287 Workforce Systems & Governance (862239)	🔒 🗐	
Conn	2779	Add Prof Scientific and Technic Pharmacist	287 AUH Pharmacy Dept (841190)	B 8	
💠 🛛 Griffith	3153	Administrative and Clerical/Officer	287 Admin Rlh Therapy (861696)	🔒 🗉	8
💠 🖪 Hough	2076	Allied Health Professionals Speech and Language Therapist Consultant	287 AUH Therapy Inpatient Team (841172)	B 🛛	1
💠 🗖 Kochai	2450	Administrative and Clerical/Analyst	287 Workforce Systems & Governance (862239)	🔒 🗉	-
💠 🗖 McAwo	110	Administrative and Clerical/Senior Manager	287 Support Services Management Team (841000)	14 E	-
Roge	2484	Nursing and Midwifery Registered Specialist Nurse Practitioner	287 Ophthalmology Specialist Nurses (840759)	B 8	1
Rope	2941	Nursing and Midwifery Registered Staff Nurse	287 Critical Care Ward (840640)		1
Shaw	284	Administrative and Clerical Clerical Worker	287 Warrington & Halton Sexual Health (860069)	🔒 🗏	-
⊗Next 11 - 12 of 12					

Click Create <u>new request</u> to begin a Flexible Working Request on behalf of your team member. Please refer to step 2 onward (see pages 4-5) from the Employee section of this guide to complete the request.

Approving/Rejecting a Flexible Working Request (Manager Only)

Once a Flexible Working Request has been submitted the supervisor of that employee will receive a notification confirming the request.

≡ NHS Workflow	Q Search	🏠 Home	★ Favorites S	😫 L Settings	ogged in As 2875JONES40	? Help	ل Logout) Portal
Worklist								
View Open Notifications 🗸 Go								
Select Notifications: Open Reassign Close 🕎 🏈 🚥								
Subject 🗠	Sent 👻	Due - Fn Leve		From 🔺	Туре 🗠			
Request for Flexible Working from Hayleigh L	07-Nov-2023				NHS Flexible Working			
CTIP Vacation Rules - Redirect or auto-respond to notifications.								

If the supervisor who receives the notification would make the decision around flexible working, they should select the Request Received button. This will confirm receipt via a further notification to the requestor.

If the supervisor who has received the notification would **not** make the decision around flexible working, they should select the Reassign button. This will forward the notification and ownership of the decision to the correct individual.

≡ ₩₩55 Workflow	kin A. 2007. 🗰 🕒
Worklist > Request for Flexible Working from Hayleigh L	
<form></form>	• Terrate working • Terrate working • Terrate working • Terrate working • Delegative w
Interference Control Control Control Control 1 (Cristical Control Cont	
<complex-block> Image: State State</complex-block>	The 'Request Received' button in the notification must be selected in order to manage and respond to the request. When the 'Request Received' button is pressed the requesting employee will receive a notification confirming their request has been received.

Important to remember-- All decisions around approving or declining a flexible working request must be made in line with the Flexible Working Policy. Please ensure you've read the policy and if think you cannot accommodate the request, you must refer to the escalation stage of the policy to work to find suitable alternatives. You may need to meet with the colleague to discuss this.

Once a decision/outcome has been determined this should be confirmed via ESR by the Supervisor Self Service user who has received the request.

1. Log into ESR and when the ESR portal screen appears select the Manager tab in the top blue bar. Then click on 'My Team Assignment Information>Flexible Working'.

Electronic Staff Record				Search Content	٩	Cymraeg/English + Accessibility SJ
	My ESR Manager Recruitment	HR Payroll Learning	Appli	cant Professional		Manage Internet Access
My Pages						
Dashboard	Team Absence		Team A	ppraisals	Team Compl	iance
ESR Navigator	Team Absence		Tear	n Appraisals	Team Co	ompliance
Talent Profile	0 - 5 5 - 10	My Pages		6 60% - 80% 🔳 80% - 100%	0% - 60% 6	0% - 80% 🔳 80% - 100%
Organisation Chart		Dashboard			40%	60%
My Team Personal Information		ESR Navigator			20%	80%
My Team Career > Information		Talent Profile			9	4.05%
My Team Assignment > Information	Refresh - Print - Export Manage Abso	Organisation Chart		nt - Sport Manage Appraisals	Refresh - Print - D	Manage Compliance
Manage Hires	Team Actions	My Team Personal	>	ribution Conversation Portlet	My Team Pa	y Progression
Reporting >	🛗 Friday November 3, 202	Information			My Tean	n Pay Progression
Manage Internet Access	In the next 7 days 3 of your team	My Team Career	>		Pay Step Due Due within 6 Mont	Assignments ts 1
		My Team Assignment Information	~			
		Employment Informati	ion			
		Flexible Working				
		Assignment				

2. On the **People in Hierarch**y screen find the required record for the employee who you have received a Flexible Working Request from. This can be done by finding the name from the names in view, or by entering the surname in the **'Name'** field in the top left of the screen.

Once the required record has been found click on the 'Action' icon on the right hand side.

= NHS			Q 🏫 ★ 🔅 Logged In As 287; Search Home Favorites Settings	Help Logout Port
Name	Go Advanced Search My List			
Flexible Working: P	eople in Hierarchy			
⊘TIP Click the action button next to th	e employee you wish to action. Click the details button for more in	formation about the employee.		
စ် 🗘 🖌 🔟 🔸				
¢			-	
Jones,	Assignment Number	Job	Organisation	Action Details
💠 🖪 Broadh	2654	Nursing and Midwifery Registered Sister or Charge Nurse	287 Ward 6d (860025)	🔒 🔳
Caste	2524	Administrative and Clerical Officer	287 Workforce Systems & Governance (862239)	🔒 🗐
Conn	2779	Add Prof Scientific and Technic Pharmacist	287 AUH Pharmacy Dept (841190)	🚇 🔳
💠 🗖 Griffith	315:	Administrative and Clerical Officer	287 Admin Rlh Therapy (861696)	B 🗐
💠 🖪 Hough	2076	Allied Health Professionals Speech and Language Therapist Consultant	287 AUH Therapy Inpatient Team (841172)	A B
💠 🗖 Kochai	2450	Administrative and Clerical Analyst	287 Workforce Systems & Governance (862239)	🔒 🔳
💠 🗖 McAwo	1102	Administrative and Clerical Senior Manager	287 Support Services Management Team (841000)	🔒 🔳
Roge	2484	Nursing and Midwifery Registered Specialist Nurse Practitioner	287 Ophthalmology Specialist Nurses (840759)	🔒 🔳
Rope	2941	Nursing and Midwifery Registered Staff Nurse	287 Critical Care Ward (840640)	😂 🔳
Shaw	284	Administrative and Clerical Clerical Worker	287 Warrington & Halton Sexual Health (860069)	🔒 🔳
⊗Next 11 - 12 of 12				
				· · ·

3. Once you have selected the **Action** button for the required member of your team you will see their Flexible Working Requests screen.

The request which has been submitted will be visible, and there will be a hyperlink in the far right column titled **'Update Request'.** Click on this to access the request.

	5 My Team A	Assignment Informat	tion		Q Search	🏠 Home	★ Favorites	Ö Settings	Log	ged In As 2875JC	DNES40	() Porta
Flexible	Workin	g Request	s							Bac <u>k</u>	Create <u>n</u> ew reque	est
Employee Sur	mmary											
Er Assign Flexible Worl	mployee Name iment Number JobName k Requests	Landy, Hayleigh 23327199 Administrative and 1	Organis Super	ation Name 287 Workford	e Systems	& Governa	nce (862239)				
Date Received	Flex Work Type	Requested Change	Position 1	Arrangements End Date	Current W	/ork Pattern	Proposed V	Vork Pattern	Outcom	e Manager Action		
	Other Flexible Working	Other	39568036 RA Technician G2A Human Resources		а		а		Submit.	Update Request		
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4. The **'Maintain Employee Flex Work Requests'** screen will appear showing the details of the Flexible Working Request.

The section for 'Arrangements and Outcome' now needs to be completed. This section provides options for the request and fields to confirm any agreed terms.

See the table below for all available fields and the responses for this section.

							1 01001005	or contraction			cogous
1aintain Emplo	yee Flex Wor	'k Requ	ests							Cancel	Subg
nployee Summary											
Employee Name Landy,	Assignment	t Number 23	32								
exible Working Request D	Details										
Type of Request	Other Flexible Working	~	Position 1	39568036(RA Techn	ician(G2A)Hur	nan Re 🛩					
Date Submitted	07-Nov-2023 🛗		Position 2			~					
Date Received			Position 3	~							
Application Complete?	~										
Requested Change	Other	*									
Current Work Pattern	a										
Future Work Pattern	a										
rangements and Outcom	0								_6		
			Agreed	Irrangements End Dat		-					
Agreed Arrangements	Trial 💙				102						
Agreed Arrangements Meeting 1 Date	Trial V			Meeting 2 Dat	te						
Agreed Arrangements Meeting 1 Date Decision Required By	Trial V			Meeting 2 Dat Decision Dat	te						
Agreed Arrangements Meeting 1 Date Decision Required By Outcome	Trial V	~		Meeting 2 Dat Decision Dat Outcome Detai	te te						
Agreed Arrangements Meeting 1 Date Decision Required By Outcome Effective Change Date	01-Dec-2023	۷		Meeting 2 Dat Decision Dat Outcome Detai Decision Letter Ser	te te ls						

FIELD	ТҮРЕ	INPUT		
Agreed Arrangements	DROP DOWN LIST	Permanent		
		Temporary		
		Trial		
		Informal		
Agreed Arrangements End Date	DATE	End date for agreed changes, or review date		
Meeting 1 Date	DATE	Date if a meeting is scheduled with requestor		
Meeting 2 Date	DATE	To be used should any outcomes be appealed		
Decision Required by	DATE	Three months post request submission		
Decision Date*	DATE	Date when request has been closed/dealt with.		
Outcome*	DROP DOWN LIST	Pending Decision		
		Accepted		
		Rejected Outright		
		 Rejected – Alternative Accepted 		
		 Rejected – Alternative Rejected 		
		Withdrawn		
		Escalated		
Outcome Details	FREETEXT	Additional info following any appeal		
Effective Change Date	DATE	Effective date for any agreed request		
Decision Letter Sent	DATE	Date letter confirming outcome sent to employ		
Process End Date	DATE	End date for any temp Flexi Working agreements		
	*FIELDS WHICH MUST BE COMPLETED IN ORDER TO CLOSE THE REQUEST			

- 5. Outcome definitions. Outcomes should be entered in line with policy.
 - <u>Accepted</u> This option should be selected if the request is accepted in totality. Please ensure you
 also document the effective change date, process end date and agreed arrangement end date
 before clicking submit.
 - <u>Rejected Outright</u> Where a request is rejected, alternative options should be provided by the manager in the 1st meeting, however if the individual does not wish to explore alternatives this option should be selected. Please ensure you have documented the 1st meeting date and process end date before clicking submit.
 - <u>Rejected Outright- Alternative Rejected</u> Where the request is not possible to accommodate alternative options should be provided by the manager in the 1st meeting which also includes reviewing what is available in the wider organisation. If all possible alternatives have been exhausted and the individual does not wish to appeal this option should be selected. Please ensure you have documented the 1st meeting date and process end date (if the individual does not wish to appeal) before clicking submit.
 - <u>Rejected Alternative Accepted</u> Where the request is not possible to accommodate in totality alternative options should be provided by the manager in the 1st meeting. If the alternative options are accepted this option should be selected. Please ensure you have documented the 1st meeting date, effective change date, process end date and agreed arrangement end date before clicking submit.
 - <u>Withdrawn</u> If an individual decides to withdraw their request this option should be selected.
 Please ensure you document the process end date and any dates of meetings if applicable before clicking submit.
 - <u>Escalated (only use when appeals process has been invoked)</u> Where the request is not possible to accommodate, the alternatives outlined in the 1st meeting have been declined by the colleague which also includes reviewing what is available in the wider organisation, the escalated option should be selected. Please ensure you follow the appeals process as outline in the LUHFT Flexible Working Policy and document the 1st meeting date before clicking submit.

<u>NB</u>: If a request has been extended through mutual consent with the requesting individual and their manager and the request has been in process for more than 60 days, it should be marked as 'Escalated' with basic details concerning the mutual agreement added to the 'Future Work Pattern' field.

6. Once all relevant fields have been completed the 'Submit' button should be pressed to update the status of the request.

Details will be visible to the requesting employee via Employee Self Service so they can see the status of their request, and the supervisor can access the request post submission, should any amendments or updates be required.

7. In line with policy the final outcome for Flexible Working Requests should be confirmed in writing using the letters available within the policy.

Notifications

ESR will generate notifications to support the Flexible Working process at various stages, such as:

- Confirmation of received request
- Reminder to respond to incomplete requests
- Reminder of end of previously agreed Flexible Working agreements

Details of all ESR notifications can be found in Appendix 2.

Flexible Working Outcomes- Next steps for Managers

It should be noted that ESR functionality detailed in this guide is used to monitor and manage Flexible Working Requests. Once requests have been processed and outcomes determined any changes to the requestor's contractual details will need to be communicated to the relevant team(s), as per the below examples.

If the Flexible Working Outcome Results in a ...

- **Change to contractual hours or pay -** Please complete a contractual change form via Greenlight. More information can be <u>found here.</u>
- **Change to shift patterns** Please communicate with the Roster Team to create/change/update any personal patterns already in place.

Appendix 1 – Sample Completed Flexible Working Application

= NHS		Q Search		★ Favorites	Constraints	Logged In As 287)	ل Logout) Portal
Request a new flexible working	arrangement						Cancel	Sub <u>m</u>	it
Personal Details									
Employee Name Jones, Assignment Number 26955 Supervisor Name Conno									
I would like to apply to work a flexible working pattern that is	different to my current workin	g pattern in lin	e with the	organisation	ns policy for f	lexible working.			
* Indicates required field									
Flexible Working Request									
Date of Application	27-Oct-2023								
Type of Request	Condensed Working Hours 🗸								
Describe your current working pattern	Describe your current working pattern Monday - Friday, 9am to 5pm (working 37.5hrs per week) Home working Wed/Thur.					/,			
Requested Change	Change working days/shifts	~							
Requested Arrangements	Permanent 🗸								
* Future Work Pattern Monday - Wednesday, 12.5hrs per day (continue to work 37.5hrs per week). Home working Mon - Wed when possible.					1				
* I would like this working pattern to commence from	01-Dec-2023								
Impact of the new working pattern	Changing my working pattern t needed. Emails will be respond members and service users.	to condensed h led to as soon a	ours Mon s possible	-Wed I conti once receive	inue to be cor ed to ensure t	ntactable via Teams, er hat communication is	nail and phon maintained N	e if with team	
Accommodating the new working pattern	Although I would not be availa would allow me to focus on lar; on Teams by email and by phor	ble Thursday a ger pieces of w ne should the to	nd Friday ork with le am need	l would have ess interrupt to reach me	more time o ion. As menti on my propos	n Monday, Tuesday, ar oned above I would co sed working days.	d Wednesday ntinue to be o	y which contactable	e //
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Appendix 2 – ESR Notifications

Examples of ESR notifications which are generated during the Flexible Working Request process. (Notifications with actions can be reassigning to a different decision maker if required.)

2a)	Request for Flexible Working to Manager					
	Triggered to the specified ESR Supervisor when a Flexible Working Request is submitted.					

	Request Received	Reassign
To Harrison, Ann		
Sent 23-Nov-202115-52-32		
ID 142646		
Dear Ann Harrison		
Name: Tamara Clarke Assignment Number: 20066044 Date of application: 23-Nov-2021		
I would like to apply to work a flexible working pattern that is different to my current working pattern in line with the organisations policy for flexible working Excitle Working Perguance		
LIEVINE MOLENI		
Type of Request:		
Annualised Hours		
Describe your current working pattern:		
rait fille		
Requested change:		
Increase hours - remain PT		
Requested arrangements:		
Trial		
Describe the working nation you would like to work in the future:		
Monday to Friday 9 am to 3 on		
I would like this working pattern to commence from:		
30-Nov-2021		

2b) Confirmation to employee that request has been received by manager

Triggered to the applicant when the ESR Supervisor has confirmed receipt of the Flexible Working Request in ESR.

Information This notification does not require a response.			
Confirmation of receipt of application for flexible working			
To Clarke, Tamara Sent 07-Dec-202115:42:54 ID 148648			
Dear Tamara Clarke			
I confirm that I received your request to change your work pattern on: 07-Dec-2021.			
I will arrange a meeting with you to discuss your request			
You will be notified of the decision on this application within three months of this date, unless a longer deadline for this is agreed.			
Ann Harrison			

2c) Manager Warning that Flexible Working Decision Date not entered *Triggered xx days after submission of Flexible Working Request.*

Worklas > O Information This notification does not require a response.	
Flexible Working Decision Date Not Entered for Richard Perkins	C Reassign
To Harrison, Ann Seet: Go New 2020 11:9116 10 12:302 Please note that a decision date has not been entered against the application for feelde working the income of the feelde working require a response within 3 months of receipt. Please ensure that the applicant has received a response by 95 Oeo 2020, and update the record in ESR accordingly Please note that a decision date has not been entered against the application for feelde working the record in ESR accordingly.	

2d) Withdrawal of flexible working request

Triggered upon cancellation/withdrawal of the Flexible Working Request in ESR.

Workli	fat >	
0 T	Information This restlication does not require a response.	
Wit	thdraw Flexible Working Request from Richard Perkins	OK Reassign
To Sen IC	To Harrison, Ann ett 65-New 2020110/256	
Plea	ease note but Richard Peritors has withdrawn their current application for feedbe working analyzements.	

2e) Employee and Manager Notification of end of flexible working arrangement *Triggered 14 days before the previously agreed Flexible Working end date.*

Ш	Worklist >	
	Information This institution does not require a response.	
	End of Flexible Working Arrangements for Richard Perkins	OK Reassign
L	To Parkins, Richard	
	Sert 0-Nov-2001122/47 10 135903	
L	The Bexible working arrangements for Richard Penkins were recorded in ESR as Temporary, with an end date of 13-Hov-2020. Please review the record held in ESR and make any amendments to the agreed arrangements as required, ensuring this has been discussed with the employee as necessary.	