



RIGHT TO REQUEST FLEXIBLE WORKING

1. NHS Scotland's policy around flexible working currently forms part of the larger [Supporting the Work-Life Balance Partnership Information Network \(PIN\) Policy](#). This will be reviewed and refreshed as part of the 'Once for Scotland' Workforce Policies Programme.
2. In advance of this, the UK Staff Council, which oversees the Agenda for Change system, has developed its own policy on flexible working which it intends to adopt as Section 33 of the Agenda for Change Handbook. This new section will be effective in NHS England from 13 September 2021.
3. The Once for Scotland team will consider these new provisions in due course with a view to adopting any relevant elements within the Scottish policy. However, a key part of the Staff Council policy is the right to request flexible working from day one in post.
4. Paragraph 2.2 of the Scottish model flexible working section of the [Supporting the Work-Life Balance Partnership Information Network \(PIN\) Policy](#) states that a staff member must have been in continuous employment by the organisation for at least 26 weeks before they can request flexible working.
5. In order to maintain parity with the provisions being put in place in England, it has been agreed that from 13 September 2021, NHS Scotland staff will have the right to request flexible working from day one in post. All other aspects of the present flexible working policies in the PIN will remain in place until the Once for Scotland review is complete.

Action

6. NHS Boards and Special Health Boards should ensure that this policy is widely publicised to staff and managers.

Yours sincerely

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