## Activity K - Worksheet

A member, Nick Porton, who wishes to stay home-based working, has approached you. He has already discussed this with his manager, Caroline White, who has tried to discourage him from making a formal request but has said that the current company stance is three days in the office and two days at home.

Nick wishes to work from home because on most days he has to attend client meetings at different sites – he takes the view that these should be counted as not home working days.

His managers objections are that this will mean that there is insufficient collaboration with queries and leads coming into the office.

She has also pointed out that Nick also needs to attend the office Friday morning for the weekly team meeting, where important updates on the weeks ahead are provided.

No other members of the team work exclusively from home, although most of them do not attend as many off-site meetings as Nick.

**This is an extract from the employer’s policy on flexible working arrangements**

“Management seeks to support employees in managing their work-life balance and will try to be flexible about working hours and attendance arrangements provided that these are compatible with organisational efficiency, team-working and the needs of our clients.

Possible flexible working options include: part-time working, early/late hours of attendance, split-shifts, home-based working.

The budgetary costs and impact on staffing levels of any flexible working arrangements agreed must be absorbed by the employee’s team and business unit.

Employees wishing to avail themselves of a flexible working arrangement should apply in writing to their line manager in the first instance.”

**As Nick’s representative, what information would you want him to include in his written request?**

### Activity K bullet points

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