# Regularisation request process

**Does the employee wish to return to working wholly onsite? (any homeworking is only ad hoc/occasional)**

**Yes** →

Agree dates for full return, discuss any changes to work environment, health & safety considerations, reasonable adjustments or additional info needed

**No** →

**Is the employee disabled?**

**Yes** → Follow reasonable adjustment policy - ensure that for agile/hybrid working any adjustments are made for both workplaces

**No** ↓

Using s33 flex working request process hold initial discussion: how well is the ad hoc arrangement working? Do they wish to continue it or amend it?

Click here for suite of flex work resources

Click here for Staff Council flex work requests flowchart

Click here for the Home and Agile/Hybrid Framework (section 35) of the NHS TCS Handbook

Preference is for contractual homeworking

Preference is for agile/ hybrid working

Requires change to contractual workbase

Doesn't require change to contractual workbase

Seek HR support to provide employee with full info about implications - eg policy on reimbursement of expenses for equipment, travel etc any homeworking allowance; associated tax treatment; expectations around attendance at site with notice; HCAS eligibility.

Follow process to agree contractual change including start date and any review or notice provisions

Agree ways of working/protocols; ensure clarity re whether working from home is fixed days/shifts or flexible; ensure clarity that workbase remains employer site for purposes of travel expenses and other terms and conditions

Follow up in writing