

Electronic Staff Record

Flexible Working

The [NHS People Plan](#) states that Organisations should offer:

“Flexibility from day one: NHS Organisations should consider it good practice to offer flexible working from day one, as individual circumstances can change without warning”

Flexible working can unlock new opportunities and contribute to people’s mental health, wellbeing and engagement with their role. In addition, better engaged staff can result in better patient care and outcomes.

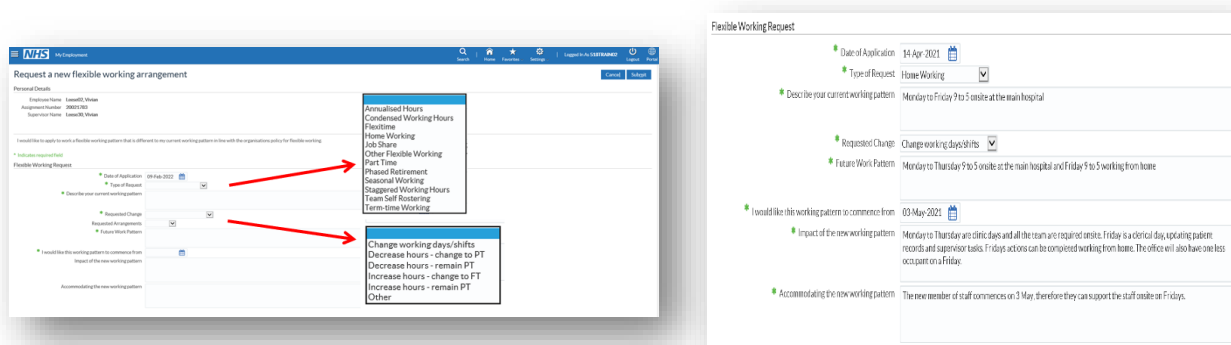
Making flexible working requests in ESR

- Employees, managers and HR central teams can make requests
- Requests can be made electronically on desktop and mobile devices
- Requests can be reported on via the Business intelligence reporting tool – please see the guide which is available here - [Employee Relations Dashboard - Flexible Working](#)

ESR and Flexible Working

ESR has the functionality for employees to make a flexible working request directly to their managers via Self Service.

Employees access a flexible working agreement form through Employee Self Service and input the details of the request, whether that be a change to condensed working hours, to part time or job share.



Upon submission, a workflow notification will then be sent to their line manager enabling them to meet and discuss the employees request before approval.



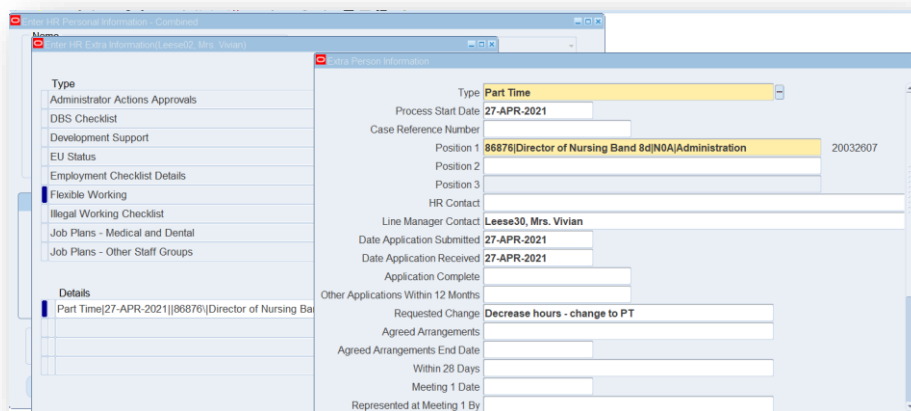
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Flexible working life cycle



In addition to a direct request form an employee, flexible working agreements can also be inputted directly by a manager or by central HR teams, HR or employee relations user responsibilities.



Next Steps

For help and guidance about how to use the Flexible Working functionality in ESR, get in touch with your Regional NHSBSA ESR Functional Account Manager. Contact details can be found by clicking the links below:

[North Team](#)

[Midlands and East of England Team](#)

[London Team](#)

[South Team](#)