

Section	Amendment
3.2	<p>Added in that its now a statutory right to make an application from day one of employment can make two applications a year Removed previous wording as no longer applicable</p>
4.1	<p>Removed final bullet point- as employees no longer need to state the impact on the business their application will have</p>
4.2	<p>Removed refer to managers guide (as there is no managers guide in place) amended wording for when a request is refused as managers must now meet/consult with the employee before refusing a request. Added in that this meeting should disucss alternative options added a bullet point that refusal to be confirmed in writing rearrnaged bullet points to allow more of a flow of the advice</p>
Throughout	<p>Amended HR to People Services</p>
Throughout	<p>amended Strategic Director to Director/Deputy Director and amended Chief Officer to Senior Management</p>
Front page	<p>amended front page to be the most up to date template</p>