

National Negotiating Council for the Probation Service

**To: The Chair of the Probation Trust
The Chief Executive of the Probation Trust
(Copy enclosed for the Head of Human Resources)
The Secretary to the Probation Trust
Members of the NNC**

3 March 2011

NNC CIRCULAR NO.2 / 2011

Dear Madam/Sir

NNC Agreement on Pay and Conditions of Service

Section C4: Guidance on Flexible Working: The Right to Apply – Statutory Rights

You are asked to note that with effect from 1 April 2011 the right to request flexible working is to be extended to all parents of children up to the age of 18.

Currently, only parents of children under the age of 17 years or of disabled children under 18 years, and employees with adult dependants are able to make flexible working requests under the statutory provisions.

As well as the extension of the right to parents of an older child a number of minor amendments have been made to this right:

- special guardians have the right to make such a request
- an application can be made **up to** the child's 18th birthday, rather than 2 weeks before this

Trusts should ensure that local procedure reflects these amendments and that the attached revised Section C4 of the Agreement is inserted in local copies of the Handbook.

Yours faithfully

**Christine Lawrie
Jonathan Ledger**

Joint Secretaries

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