

# Flexible Work Location Agreement



The following document outlines the agreement reached under the [NHSScotland Flexible Work Location Policy](#)<sup>1</sup>.

The agreement forms an amendment to your existing contract of employment. This will be formally reviewed every two years. You will be entitled to all terms and conditions relevant to this agreement.

## Section 1: Personal details

**Name**

**Job title**

**Department**

## Section 2: Terms of agreement

1. This agreement is effective from *(dd/mm/yyyy)*
2. If the agreement is for a period of less than two years, this is effective until *(dd/mm/yyyy)*
3. If the agreement is for the full two years, this will be reviewed on *(dd/mm/yyyy)*
4. Your contractual base will be *(insert base location details)*
5. Your work will be undertaken at the following location *(note that this must be within the UK)*
6. Your agreed hours of work *(insert days and times)*
7. The frequency and arrangements for keeping in touch with your manager and other members of the team will be *(insert details)*

**I agree to the following:**

8. I may be required to attend specified locations with reasonable notice provided by the employer
9. It is my responsibility to comply with all relevant legislation and policies
10. I will take regular breaks during working hours, including meal times
11. Only I am authorised to use NHS equipment and this must be strictly for work purposes only
12. I will have care arrangements in place during working hours, where required
13. I will not use the home for in-person work meetings
14. I will advise my manager of any concerns or change in personal circumstances at the earliest opportunity
15. I am responsible for reporting any accident or injury that occurs during work time

**Employee signature**

**Date** (dd/mm/yyyy)

**Manager signature**

**Date** (dd/mm/yyyy)

The terms of this agreement should be reviewed at least once a year or when either party requests a change to the agreement. If you wish to change these arrangements, a further flexible work location request should be made.

A flexible work location health, safety and wellbeing self-assessment should be completed as part of this review where home is one of your work locations.

In addition, a formal review of the agreement will take place every two years.