



\*Manager should consider whether the request can be accommodated in line with business needs (refer to Reg F148 relating to refusal of a request for flexible working). The situation may be discussed with the appropriate HR Advisor within the Office of Human Resources.

\*\*The civil servant is entitled to bring a work colleague to the meeting. If the companion is unable to attend the meeting on the specified date then the civil servant can request for the meeting to be rescheduled to a time within 7 days of the original meeting date.