



**The Professional Trades Union for Prison,
Correctional & Secure Psychiatric Workers**

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POA Circular 040/2019

Action	Information
England/Wales	England/Wales
Scotland	Scotland
Northern Ireland	Northern Ireland
Special Hospitals	Special Hospitals
Private Sector	Private Sector
IRC	IRC

30th April 2019

Dear Colleagues

RECORDING OF REDUCED HOURS

It has been brought to the Executive's attention that members who are working reduced hours following an application for Work Life Balance or Flexible Working are not having this information recorded correctly by Shared Services (SSC) on the Single Operating Platform (SOP). This may affect pay.

All members who have applied and been granted Work Life Balance or Flexible Working must ensure that the agreed changes are recorded correctly by SSC on the SOP.

Please draw the contents of this circular to all members.

Thanking you in anticipation of your support and co-operation.

Yours Sincerely

STEVE GILLAN
General Secretary