

Appendix 3

Policy Section	Suggested Change	Reason for Change
1.0 Introduction	Updated Legislation	Legislation change April 2024
2.0 Policy Aims	Added Legislation title	Legislation change April 2024
4.0 Main Principles	Updated to reflect legislation – day one rights Two requests per year Council has two months not three months to respond to an application	Legislation change April 2024
5.1 Making an Application	Employees no longer have to justify business reasons for the request	Legislation change April 2024