



4 December 2024

Tēnā koe

Re: Official Information Act (OIA) Request – Parental Leave

I refer to your OIA request of 15 November 2024 for:

- *Copies of your organisation's parental leave policies and relevant documents outlining information and support provided to employees on individual contracts and/or collective agreements who take parental leave.*
- *Please provide a summary of support, information and entitlements you provide to your employees who take parental leave and return to work at your agency.*

Te Papa does not have a separate parental leave policy. Parental leave provisions are set out in the employment agreement (enclosed) and general leave provisions are shared with kaimahi on our intranet (enclosed).

When an employee applies for parental leave, they are provided with more details in a letter (enclosed is a template).

Parental leave is approved at Te Papa in accordance with the Parental Leave and Employment Protection Act 1987. This includes partner leave and sharing of leave, and the 64 hours (paid) (section 71CE), or additional, in accordance with (section 71DE) 'keeping-in-touch' days, and the 10 days unpaid special leave for pregnancy related reasons, as per the Act.

You also provided 10 bullet points in your request which I have addressed below.

Parental leave payment, ex-gratia payments and 'top-ups' for primary carers, as well as the conditions employees need to meet to receive such payments

In addition to Government Paid Parental Leave, Te Papa provides qualifying kaimahi up to 20 days paid parental leave ('Te Papa Parental Leave'), or if elected - a childcare subsidy of up to \$3500, on their return to work.

Te Papa does not offer an ex-gratia payment.

To qualify for Te Papa Parental Leave, kaimahi need to be entitled to, and have exhausted their entitlement of, Government Paid Parental Leave.

Paid leave for partners/secondary carers, as well as the conditions employees need to meet to receive such payments

Te Papa does not offer paid Te Papa Parental Leave for partners or secondary carers. However, in cases where both partners are employed by Te Papa the Te Papa Parental Leave can be shared. If they elect to receive the childcare subsidy, the payment can be made to one partner.

Remuneration review during leave

Remuneration reviews are undertaken by Te Papa at least annually. Kaimahi on Parental Leave receive consideration for payment based on their most recent performance assessment outcome. Market changes to the salary ranges are also passed on to kaimahi on Parental Leave.

Leave accrual during leave and the rate at which annual leave is paid after an employee returns from parental leave

Annual Leave continues to accrue for the period of absence as is required by the Parental Leave and Employment Protection Act 1987. Kaimahi continue to accrue annual leave whilst on parental leave, and the rate in which they are paid it on return is as per legislation.

Flexible work policies

In addition to the provisions of the parental leave and Employment Protection Act 1987 and the provisions of the Employment Relations Act 2000, Te Papa has the following documents which are enclosed:

- Te Papa Flexible Working Arrangements Guide for kaimahi (currently a working document)
- Te Papa Flexible Working Options
- Te Papa Flexible Working Principles

Kiwisaver contributions - particularly whether employer contributions are paid during parental leave grant / ex-gratia payment / paid parental leave

KiwiSaver employer contributions are not paid for the Government Paid Parental Leave and extended Parental Leave periods. However, they are paid during the Te Papa Paid Parental Leave period (up to 20 working days).

Any contributions towards childcare

Te Papa contribute to childcare costs if kaimahi qualify for and have elected the \$3500 childcare subsidy referred to earlier.

Support in the event of a miscarriage or stillbirth

Support in the event of miscarriage or stillbirth is in accordance with the Parental Leave and Employment Protection Act 1987. Te Papa would also use their discretion to offer Bereavement Leave to the parent and/or partner and encourage the use of our Employee Assistance Programme services currently offered by Vitae.

Any support provided for fertility, adoption and surrogacy

Te Papa does not provide support for fertility treatment.

Support for adoption is in accordance with the Parental Leave and Employment Protection Act 1987.

Surrogacy would be supported by Te Papa and the provisions of the Parental Leave and Employment Protection Act 1987 would be applied to a primary carer as appropriate.

Any other parental leave benefits or support

All Te Papa parental leave benefits and support are detailed above.

If you are not satisfied with this response you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss any aspect of your request please contact OIA@tepapa.govt.nz.

Yours sincerely



Frances Lawrence
Principal Advisor Planning and Performance

Section 11.4 of the Collective Employment Agreement expiring on 31 December 2024,
(this is consistent with our standard Individual Employment Agreements too)

11.4 Parental Leave

Parental Leave will be granted in accordance with the provisions of the Parental Leave and Employment Protection Act 1987 ("The Act")

(Out of Scope)

Where the employee is entitled to government-funded parental leave payments in accordance with the act ("parental leave payments"), after they have exhausted their entitlement to these payments, they may elect one of the following benefits:

The employee can elect to take up to 20 working days of paid "Te Papa Parental Leave" ("TPPL").

- The rate of payment for TPPL will be based on the employee's ordinary weekly pay prior to the commencement of their parental leave.
- The TPPL is to be used immediately following the date on which the employee's entitlement to parental leave payments has been exhausted and will run concurrently with their parental leave.
- Where an employee's spouse or partner is transferring a portion of their entitlement to parental leave payments to the employee or vice versa in accordance with the Act, the amount of TPPL that the employee can use will be determined by the portion of the maximum entitlement to parental leave payments provided by the Act (as at 1 July 2018, 22 weeks) that is used by the employee on a pro rata basis. For example, a full-time employee who uses 50% of the maximum entitlement to parental leave payments would receive ten days of TPPL.
- Where an employee is working part-time prior to starting parental leave, their entitlement to TPPL would be pro-rated accordingly. For example, an employee who is 0.5 FTE will be entitled to a maximum of 10 working days of TPPL.

OR

The employee can elect to receive a childcare subsidy ("subsidy") of up to \$3,500 (gross) on their return to work.

- The subsidy would be paid in equal instalments every fortnight over a period of six months.
- Where an employee's spouse or partner is transferring a portion of their entitlement to parental leave payments to the employee or vice versa, the amount of subsidy that the employee can receive will be determined by the portion of the maximum entitlement to parental leave payments provided by the Act (as at 1 July 2018, 22 weeks) that is used by the employee on a pro rata basis. For example, a full-time employee who uses 50% of the maximum entitlement to parental leave payments would receive a subsidy of \$1,750 (gross).
- Where the employee was working part-time prior to starting parental leave, the entitlement to the subsidy would be pro-rated accordingly. For example, an employee who is 0.5 FTE will be entitled to a maximum subsidy of \$1,750 (gross).

If an employee's spouse or partner is also employed by Te Papa at the beginning of any period of parental leave, any TPPL or subsidy will only be provided to one employee and the employees may choose who will receive it.

Requests for TPPL or the Te Papa Child Care Subsidy must be made in writing and provided to Human Resources. Provision of either of these benefits will be dependent on the employee providing written confirmation that their application for Government Paid Parental Leave was successful and the amount of Government Paid Parental Leave they have been granted.

These provisions are in addition to, not instead of, those set out in the Act and are available to staff who are utilising at least some of the leave available through legislation.

General Leave Provisions published on Kupenga (intranet)

Parental Leave & Te Papa Paid Parental Leave

Parental Leave	Staff members who at expected date of delivery or adoption have worked average weekly or monthly hours over the immediately preceding 6 or 12 months as specified in the Parental Leave and Employment Protection Act 1987.	Leave types, dates and entitlements are as specified in the Parental Leave and Employment Protection Act 1987. Entitlement for parental leave for another child is only available at least six months after a previous period of parental leave ended. Entitlement to parental leave for a fixed term staff member will end at the expiry date of the fixed term agreement.	Application is by letter to Manager at least 3 months prior to taking. A template letter and general advice is on the MBIE Website The Government Paid Parental leave application form is on www.ird.govt.nz . This must be given to HR to complete the employer section and forward to IRD. Approval is made using the parental leave approval template letter or if approval is not given, using the template form (form 2) of the Parental Leave and Employment Protection Regulations 2016.
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Te Papa Paid Parental Leave	Staff members entitled to Government Paid Parental leave and after taking and completing their entitlement to Government Paid Parental Leave.	20 working days paid parental leave to be taken immediately in one continuous period following the Government Paid Parental Leave, based on the rate of remuneration at the time the staff member ceased working. Part time staff members will be paid according to the number of hours worked; OR A childcare subsidy of \$3,500 gross on their return to work, paid fortnightly with the staff member's salary over a six month period. Part time staff members will be paid on a pro-rata basis.	The application should be included in Parental leave application letter. Approval is made using the parental leave approval template letter. If both partners are employed at Te Papa: the leave may be shared by them or they can agree who will take the leave; the payment will be made to only one partner and the staff members may choose who will receive it. Where only part of the Te Papa paid leave is taken it cannot be cashed up.
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Released under the Official Information Act 1982

Template letter to applicants for Parental Leave

Kia ora

Parental Leave Entitlement

Thank for your email dated _____ requesting a period of parental leave. Te Papa is happy to agree to your request and accordingly approves your leave from _____ to _____ inclusive.

Your position will be kept open for you until the end of your parental leave. At that time you will return to your position of _____. I expect your first day back at work to be _____.

I note that you intend to make your last day in the office _____ and that you've chosen to take ___ days annual leave from _____ to _____ inclusive. Please ensure you apply for this leave through JadeStar Self Service.

The dates of parental leave are as follows however they may change if you take more or less annual leave than planned, or if you need to commence parental leave earlier for any reason:

Leave Type	Dates
Annual Leave	_____ to _____ (includes 4 public holidays)
26 weeks Government Primary Carer Leave	_____ to _____
11 weeks Extended Leave	_____ to _____
Extended leave is made up of: <ul style="list-style-type: none">• 20 working days Te Papa Parental Leave(paid)*• Unpaid leave	_____ to _____ _____ to _____

Variation of Hours (if applicable and agreed prior to commencing Parental Leave. It can also be agreed on return to work)

As agreed upon returning on _____ your hours will be reduced to ___ hours per week until _____, we will discuss what this pattern will be closer to that time. From _____ you will return to your regular work pattern of ___ hours per week. During the period of reduced hours, your salary will be prorated to reflect this change, and all other provisions of your current employment agreement will continue to apply, as appropriate.

You have requested Te Papa Parental Leave (TTPL) as outlined in your employment agreement. Provision of this benefit will be dependent on you providing written confirmation of your successful application for Government Paid Parental Leave.

Should your dates of leave change for any reason, please let me know immediately. I will then liaise with HR and Payroll to ensure appropriate advice is sought and followed.

In addition to the above parental leave, you can also take up to 10 days' unpaid special leave for pregnancy-related reasons such as antenatal classes, scans or midwife appointments.

You need to be aware that any annual leave accrued while on parental leave may be paid out at a lower rate following your return to work under section 42(2) (c) of the Parental Leave and Employment Protection Act 1987.

For more information about parental leave entitlements please go to www.employment.govt.nz and search 'Parental Leave'. You need to apply for Government Paid Parental Leave with Inland Revenue. Further information can be found at www.ird.govt.nz. Please provide written confirmation of your successful application to HR.

If you have any other queries, please contact _____, Senior People and Culture Advisor.

The team looks forward to having you back when you return. We all wish you well for the safe and happy arrival of your baby.

Nakū noa, nā,

Te Papa

I, _____, have read and understand the contents of this letter dated _____.

_____ **Date** _____

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Te Papa Staff

How to prepare your Flexible Working request and Te Papa's expectations

Our Approach

[https://\(Out of Scope\)](https://(Out of Scope))

What range of flexible working does Te Papa have?:

Options [https://\(Out of Scope\)](https://(Out of Scope))

Te Papa has a wide range of roles. For some roles, certain flexible working arrangements may not be possible. However, your manager must consider your request fairly and reasonably.

Process / Implementation

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Plan

Consider how your flexible working request could work in practice.
Think about how you could set up a trial and what you need to measure to figure out whether the trial works

Test your assumptions with a colleague or team mate. Ask them for feedback.



Apply

If your request includes an element of working remotely, complete the H&S Working from home checklist

Discuss your request (with the checklist if appropriate) with your manager. Be proactive and share your ideas on work arounds for resolving any potential issues

Your manager will consider it and will explore options with you and your team



Do

If, after discussions, there is agreement, then set up a trial of your new flexible working arrangements

FORMAL: For those arrangements involving a change in number of hours or a change in pay, your manager will ask HR to provide a confirmation letter.

INFORMAL & Adhoc: For other arrangements, your manager will confirm the trial with you and record it in the Shared folder of your personnel file in Pou Mataaho - this can be as simple as an email

Agree how long the trial should go for - a period of 12 weeks is recommended

Set the trial up with appropriate communication - think about using your calendar & MS Teams & phone message to show your location and availability for your colleagues

Consider how others will know how your work is tracking

Run the trial of the new flexible working arrangements

Collect insights and monitor the success of the trial as it occurs. If issues happen during the trial work with your manager on solving them in a positive way.



Review

With your manager evaluate how the trial went.

If the flexible working arrangement is approved to continue, your manager and you will continue to monitor the success and suitability of the arrangement on a quarterly basis

The Manager will record ongoing approvals in your Shared folder of your personnel file in Pou Mataaho

There may be some situations where certain flexible work arrangements cannot be accommodated. However your manager needs to give you a clear business reason why this is the case.

If you disagree with the decision on a flexible work request, you can escalate it on a one-up basis. i.e. talk to your manager's manager.

For more information on what your manager should be considering after receiving your request see: Te Papa Managers How to process flexible working requests - tips and tricks.

[https://\(Out of Scope\)](https://(Out of Scope))

What is Flexible Working?

Flexi-Time

All Te Papa staff have a defined work pattern which is detailed in the payroll system. This describes how many hours and days of the week you work on a regular basis. Any formal changes to this work pattern has an impact on your leave and your statutory holiday entitlements.

When making a change to the total number of hours you work per fortnight, your manager needs to consider workloads, operational results, budget and Full Time Equivalent employee allocations (FTEs). You need to consider that a change to your total number of hours worked per fortnight will result in your salary being pro-rated accordingly and leave entitlements adjusted.

Flexi-place

This type of arrangement is when you request a change to your work location. This may include:

- Working from home for a specified number of days
- Working remotely elsewhere for a specified number of dates

Te Papa has the same duty of care for you when you work remotely, as it does when you work in a Te Papa office. You have a responsibility to ensure that your remote office environment poses no risk to your security or health, safety and wellbeing.

More information on what you need to consider when making a Flexi-place application is here:

Flexi-Place Remote Working Health and Safety Check list

[https://\(Out of Scope\)](https://(Out of Scope))

Flexi-Place: Working Remotely Guidance for Staff pdf

[https://\(Out of Scope\)](https://(Out of Scope))

Flexi-Place: Working Remotely Guidance for Managers pdf

[https://\(Out of Scope\)](https://(Out of Scope))

Flexi-Role

This type of arrangement is when you request a change to your employment role. This may include:

- A full or part time secondment to another role at Te Papa for a specified term
- A full or part time secondment to a role for another employer for a specified term
- Sharing your job with another person

Te Papa encourages development opportunities for staff including secondments to other GLAM (galleries, libraries, archives, and museums) institutions and the state services. All Te Papa staff have a defined role and remuneration rate which is detailed in the payroll system. Any formal changes to your role may have an impact on your salary entitlements and from which agency the entitlements are received.

Flexi-Leave

This type of arrangement is when you request time away from your role. This may include:

- Special leave
- A staged return to full time work after a life event
- Time away to managing family commitments
- Leave without pay for personal development

What type of request - Adhoc, Informal, or Formal ?

Adhoc Flexible Work arrangements are irregular changes to your work pattern or location which

- Are not your usual work pattern
- Are for short periods of time (less than one month duration)
- Do not require a change to your terms and conditions of employment
- Requires approval from your manager

Examples include

- Working remotely every so often
- Altering your regular start / finish times of your contracted hours to fit in a family commitment, appointment
- Working a compressed work fortnight on an irregular basis

These do require your Managers approval but do not need to be recorded

Informal Flexible Work arrangements are an ongoing change to your work pattern or location which

- Changes your usual work pattern
- Is ongoing
- Does not require a change to your terms and conditions of employment
- Requires approval from your manager

Examples include

- Working remotely for a regular couple of days a week
- Altering your regular start and finish times of your contracted hours but maintaining the workdays and number of work hours

These require your Managers approval and the decision formally recorded in the staff members Shared folder in their personnel file.

Formal Flexible Work arrangements are an ongoing change to your work pattern which changes the terms and condition of your employment

Examples include

- Swapping workdays or hours with non-work days or hours
- Changing number of hours worked
- Ongoing compression of work time
- Leave
- Accepting an internal or external secondments

Before submitting a request all Te Papa employees are expected to

- discuss proposal with manager
- trial the flexible working arrangement where possible before making any long term arrangements

Request Timeframes

You can make a flexible work request for any purpose or reason and at any stage of your employment including recruitment. There are no limits on how many times you can change a flexible work arrangements, but Te Papa expects that it will be reasonable.

Managers have 10 working days to acknowledge receipt of the request and then one month to action it.

If your request is reasonable your manager will work with you to create a plan. They will work with you to identify any risks or issues that might arise from implementing the requested flexible work arrangement. Think about and explore workable potential solutions for any risks or issues raised.

Be open to trialling the arrangement first. A 12 week trial period is recommended but it can be shorter to accommodate operational needs. The trial period provides an opportunity to test the arrangement to better understand the practical implications of your request. During your trial work with your manager and your team mates to resolve any issues that arise.

Be open to discussing within your team what is working well, what is not working well, and what needs to be changed to improve things.

Your manager decides whether to approve or decline the proposed flexible working arrangement. For formal agreements, your manager will follow up with HR and will request a formal letter to be sent to you documenting the flexible working arrangement and detailing any change to your employment contract terms. For informal arrangements, your manager will record their decision in the shared folder of your personnel file.

These are the options that are available to staff. Please read Tips and Tricks doc on how to apply / expectations for the staff manager.

Flexi-Time

Options agreed between staff member and manager to vary staff member's work hours or days either on a regular basis or from time to time

Flexible start and finish times
Swapping workdays or hours with non-work days or hours
Part-time hours
Flexible shifts - full or part time
Combination of fixed and flexible shifts
Compressed week or fortnight i.e. f/t employees working longer days over a 4 day week or 9 day fortnight

Flexi-Leave

Options agreed between staff member and manager to vary staff member's leave patterns to create more flexibility

Leave without pay
Term-time working ie. working during school term time and taking leave during holidays
Study leave
Special leave
Trading salary for leave*

*normally negotiated during recruitment to make Te Papa's offer competitive

Flexi-Place

Options agreed between staff member and manager for staff member to work from locations other than their designated workplace

Remote working e.g. working from another office or from home regularly or from time-to-time
Remote working part-time
Remote working full-time

Flexi-Role

Options agreed between staff and manager for staff member to manage their roles and careers more flexibly

Phased return to work ie. staff gradually increase their hours on returning from long-term leave
Secondment within Te Papa, part time or full time
Secondment to an external organisation, part time or full time
Phased retirement i.e. staff gradually reducing their hours as they approach retirement
Seasonal working i.e. to cover busy periods
Job sharing i.e. splitting a role with another employee
Taking a career break

Flexible Working – Te Papa’s Approach

Our Approach

Te Papa is a flexible workplace.

Flexibility must work for Te Papa, Te Papa’s Users / Visitors / Clients, the team, and the staff member.

We trust the staff member to consider their needs, their Users / Visitors / Client’s needs, and their team’s needs to find the sweet spot of where flexibility happens.

All staff support Te Papa’s bi-cultural practice and the Māori concept of *ahikā* (keeping the home fires burning).

If a proposed flexible working arrangement cannot work, the manager must outline in writing to the staff member why.

When working flexibly, the manager and the staff member must ensure the staff member is safe and well.

Why?

Flexible working arrangements can benefit everyone – our staff, their families, Te Papa, and our users / visitors / clients. Flexible working can smooth transitions around study, parenting, personal interests, caring responsibilities, retirement, and other life events.

We want to attract and retain skilled and high-calibre people, and to be inclusive of people with a diverse range of backgrounds and circumstances. We know staff value flexible working opportunities. Flexible working is not a gender or parent issue – it applies to all staff.

Flexible Working Must...

Flexibility doesn’t mean that anyone can do what they want, when they want. Te Papa operates a high trust environment and trust is central to flexibility. Te Papa trusts that you consider your needs, your user’s / visitor’s / client’s needs and your team’s needs to find the sweet spot of where flexibility happens.

Flexible working arrangements must involve a two-way conversation between the staff member and their manager, and the arrangement should ensure that work can still be delivered successfully and position expectations continue to be met. Sometimes proposed flexible work discussions should involve other team members and peers.

Managers and staff must take the following factors into account when considering flexible working arrangements. If these factors can be successfully managed, managers should agree to flexible working requests.

Work for Te Papa and Te Papa’s Users / Visitors / Clients

- We meet user / visitor / client expectations and deliver excellent customer service
- We meet stakeholders expectations and work in close partnership with them

- We get the job done with quality outputs
- We closely consider any additional costs that would be incurred
- Our work is secure and we have ensured the right ongoing security considerations
- We can support the safety and wellbeing of staff and meet Te Papa's health and safety requirements for the staff member's place of work
- We have the ability to meet face-to-face when required

Work for the team

- The team can deliver to the concept of *ahikā* (keeping the home fires burning) and support Te Papa's bi-cultural practice
- The team culture is positively impacted.
- New joiners are immersed in our culture and are easily able to build relationships with colleagues
- Workflow e.g. distribution of workload across the team, is optimised and the team knows what team members are working on
- Team productivity is maintained or enhanced
- The performance of other staff is not negatively impacted
- The team knows where team members are and when they can talk to / message them

Work for the staff member

- Flexible working is an opportunity to maintain or increase personal wellbeing
- Flexible working will enable important personal commitments to be met
- The staff member will maintain or enhance personal productivity
- The staff member can connect regularly with their team and colleagues and can easily collaborate, learn, and continue to improve

Fully Anticipated Questions

What if there's a flexible working option that doesn't suit my role?

For some roles, we need to be available at certain times or in certain places for our Users / Visitors / Clients and our colleagues so we recognise some types of flexible working will not be suitable for those roles.

Will Te Papa contribute towards flexi-place / remote working costs?

Te Papa commits to providing staff with mobile devices such as a laptop or tablet, a wireless mouse, and a mobile telephone. Other small IT peripherals may be supported at the manager's discretion.

Where Te Papa already provides in-office support for housing the role e.g. desk, monitor, office chair etc and the request is for an ad hoc or part-time flexi-place arrangement, staff are personally responsible for all overhead costs of the nominated remote workplace (power, rates/rent, broadband internet with an unlimited data plan, private phone line, office desk, office chair, computer monitors etc).

Where the role is a position that works remotely full-time then Te Papa will supply the office equipment it would normally supply as part of in-office support. An example of a role where this occurs is the Museum Development Advisor role of National Services Te Paerangi.

Can I trial a flexible working arrangement?

All arrangements should be discussed with and agreed with your manager. Te Papa supports staff trialling flexible working arrangements, testing, regularly checking in with your manager, and (with agreement) updating arrangements to ensure the situation works for and continues to work for everyone. Yes – have a trial.

Does my arrangement need to be agreed in writing?

All arrangements should be discussed with and agreed with your manager. The level of formal paperwork will vary.

Some flexible work arrangements won't require changes to your employment agreement e.g. ongoing different start / finish times, ongoing flexi-place days, ad hoc flexibility to attend non-work events and appointments, ad hoc flexi-place instances to concentrate on delivering a particular output. These instances should be agreed with your manager with as much notice as possible and prior to the flexible approach being taken. All decisions must be recorded in your in the shared folder of your personal file in Pou Mataahu.

Other more significant changes, such as: changes to your normal working days, e.g., a condensed working week; changes to your total working hours and therefore your pay; changes in role scope e.g. secondment; and/or extended periods of leave, must be consulted with HR. HR will also prepare a formal letter for your manager, confirming any agreement to a flexible working arrangement. Talk to your manager for support with this.

For more information on how to prepare your flexible working request see [https://\(Out of Scope\)](https://(Out of Scope))

For more information on how managers process flexible working requests see [https://\(Out of Scope\)](https://(Out of Scope))

Where issues are unclear or if you want to talk it over first you have the option of contacting the Human Resources Advisor assigned to your team.

How do we take care of our safety and wellbeing when we are working remotely or considering approving remote working?

No matter where or when people work, looking after their safety and wellbeing is a shared responsibility between the manager and that staff member. When working remotely, managers and staff are responsible for taking all reasonably practical steps to ensure the employee is safe and well.

Flexi-Place Remote Working Health and Safety Check list
[https://\(Out of Scope\)](https://(Out of Scope))

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