

LOG FOR CASES SUBMITTED BY UN STAFF and MANAGERS

	<p>Tell your story on Flexible Working Arrangements(FWA)</p>	<p>Please categorize your input as: A. Good Practice <input type="checkbox"/>; B. Negative Story <input type="checkbox"/>; or C. Case Unresolved <input type="checkbox"/></p>
	<p>Information on the sender (This information is mandatory)</p> <p>M/F :</p> <p>Name/ contact details</p> <p>Department/Division/Unit:</p> <p>Level (P):</p> <p>Today's date:</p>	
<p>3</p>	<p>Description of the case including:</p> <p>Background</p> <p>- Type of FWA:</p> <p>- Issue explained (If the respondent marks C, fill in box 5 on when the case was submitted and its evolution) (100 words max)----- ----- (Clear instructions to be provided in bullet point style as to what staff needs to write possibly using a "scroll down" menu with alternatives. Need to make clear that this "tell your story" is to gather examples to help others, both on how to use FWA and what issues are out there that might hinder people to take advantage of the existing policies. Ex. of info.: Type of FWA used (when a)/ requested (when b) including an option for areas which are not official FWA (but people still use), how has it worked/ not worked out? Any challenges met? (also the positive stories can provide examples of challenges that were dealt with).</p>	
<p>3</p>	<p>Management's role (This is meant to show the role management played in resolving the situation) (100 words max):</p>	
<p>4-b.</p>	<p>Do you want this information to be kept confidential? If so, it will not be used either to recognize good practice or to intervene in resolution without the staff member's consent)</p>	
<p>5</p>	<p>If the case is unresolved, then provide periodic updates (100 words max)</p>	