



Renewing Policies

Overview

When policies are close to expiring, you'll need to renew them so they are up-to-date. In this article, we will provide you with the best way to go about renewing your annual policies while retaining the older version and its acceptance history.

If you would like to find out more about the Policy manager Lifecycle, please click [here](#).

How to renew a policy

When renewing a policy, we recommend using our '+ Create New Version' feature. By doing so, the old policy will be available while the new one is created.

This policy is currently live and in version 1.

Policy Manager / Policy Details

POLICIES
POL-0002 - Flexible Working Policy

Distribution Policy version 1

remote working, hr

Review Date 30 December 2022

+ Create New Version

Edit Properties

Acceptance Status

As you can see here, you can edit/update the existing policy without having to re-create one from scratch. Now you can update the reference number and content as needed to reflect the revised policy.

Policy Manager

You have started the process of creating a new version of this policy. If you wish to just edit the existing policy please click [here](#).

POL-0002 - Flexible Working Policy

Summary Related Items Permissions

Ref.* POL-0002

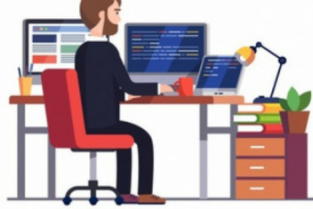
Type Policies

Title* Flexible Working Policy

Description Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec fringilla, ipsum id condimentum ultrices, orci nisl ullamcorper elit, nec tincidunt neque erat et augue.

Cover image

Change image Delete image



Category *

Tags

popular tags: intranet, claromentis, microsoft, excel, social

Asset Type *

File upload Page File from Documents Weblink

Source |

Styles - Format - Font - Font Size - A- A+

Working Hours Policy

The Arrangements for Working Hours including Remote and Homeworking

1. Working hours

Full-time hours of work will be **35 per week** as per the contract of employment. Office hours are between **9am and 5pm** and during this period the office must be adequately staffed so that the services may be provided efficiently. This will include the lunchtime period. For example, there must be at least 1 employee present in each service department during these times. During occasional events such as team lunch or activity, an emergency support contact arrangement must be in place.

Working times are subject to management approval.

2. Contracted hours:

The contractual working week for full-time employees is **35 hours** to be worked over **5 days (Monday to Friday)** a minimum of **7 hours a day**. For part-timers, working hours will be as stated in the contract of employment and work days agreed with the manager.

STATUS

▾

Set status expiry Date

Do not send notification

Set review Date

Owner*

x ▾

Author*

x ▾

Please note: When creating a new version of the policy, you will see the following message indicating the new version is in the works and these edits will not affect the previous version.

Policy Manager

You have started the process of creating a new version of this policy. If you wish to just edit the existing policy please [click here](#).

Similarly, when viewing the older version of the policy, users will see the following message indicating that the new version is currently in progress.

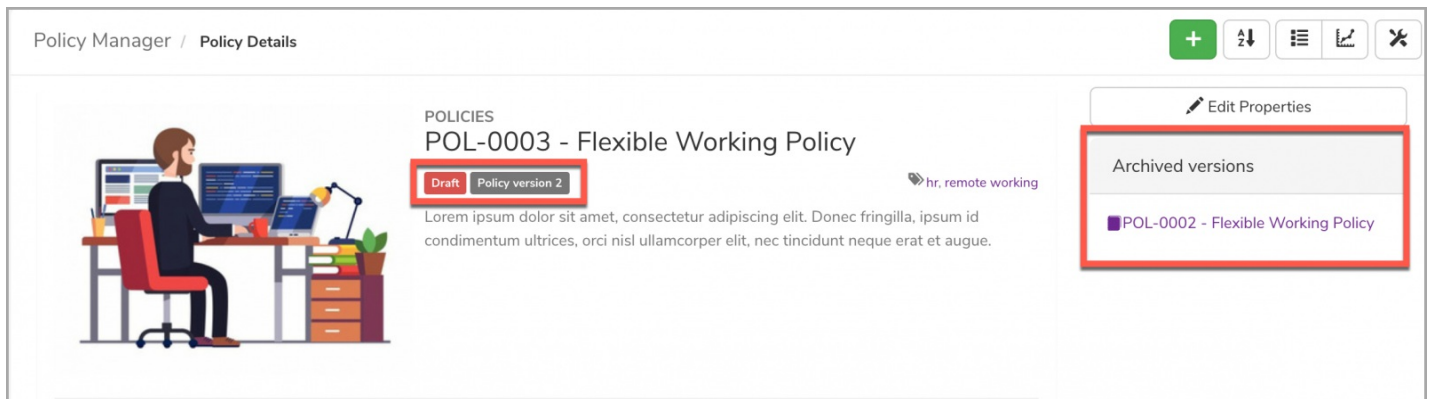
Policy Manager / Policy Details

A new version of this policy is currently in progress **POL-0002 - Flexible Working Policy**. [View](#)

Review Date 30 December 2022

Once you have finished updating the policy and hit the 'Submit' button, the policy will save as 'Draft' and record the new version. You will also be able to see the Archived (previous) versions of the policy.

This version is currently not yet live but has been moved to version 2.



Policy Manager / Policy Details

POLICIES
POL-0003 - Flexible Working Policy

Draft Policy version 2

hr, remote working

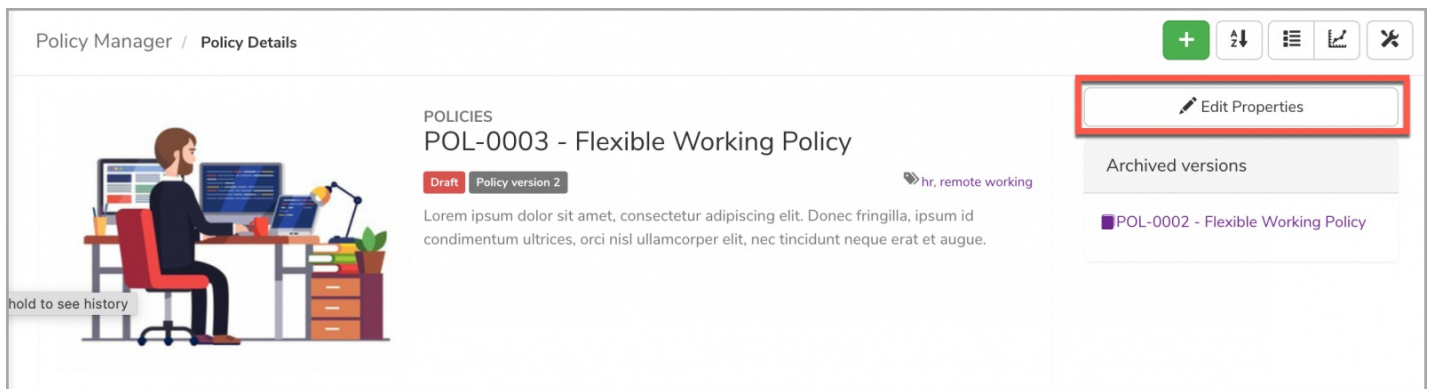
Edit Properties

Archived versions

POL-0002 - Flexible Working Policy

Reminder: Only those with permission will be able to see the Archived policies from the front-end of the application.

To move to the next stage of your workflow, select 'Edit properties' and change the status accordingly:



Policy Manager / Policy Details

POLICIES
POL-0003 - Flexible Working Policy

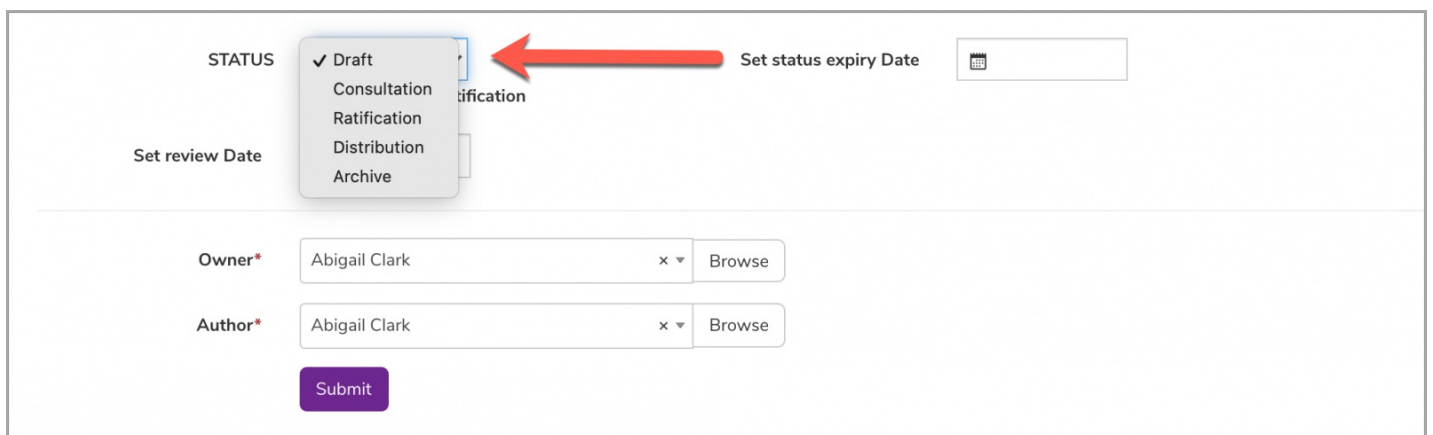
Draft Policy version 2

hr, remote working

Edit Properties

Archived versions

POL-0002 - Flexible Working Policy



STATUS

- ✓ Draft
- Consultation
- Ratification
- Distribution
- Archive

Set review Date

Set status expiry Date

Owner* Abigail Clark x Browse

Author* Abigail Clark x Browse

Submit

Distribution stage

Now that your policy is updated and ready to go, you can move it to the last stage, also known as the Distribution status.

Before this takes place, you will be prompted with the following option to choose whether to send a notification to users (in 'Target Distribution') of the new policy or not:

Policy Manager ↕ ✕

Please note: The old version of this policy **POL-0002-Flexible Working Policy** will be automatically recalled and replaced with this one. The old policy will be available in the version history.

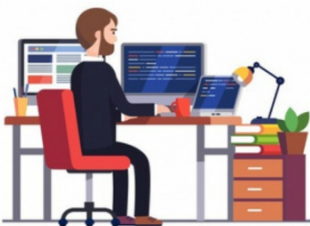
Send notification to users to read and re-accept the new version of this policy.
 Do not send notification

Please note: As stated above, the old version of the policy will automatically be recalled/archived and replaced with the new one. The old policy will be available from the Policy History and the acceptance history of the prior version will also be retained (in 'Acceptance Status').

For more information on recalled policies, please click [here](#).

Your policy is now live and will appear as such:

Policy Manager / Policy Details + ↕ ☰ 📄 ✕



POLICIES
POL-0003 - Flexible Working Policy

Distribution Policy version 2 👤 hr, remote working

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📅 Review Date 1 June 2023

+ Create New Version

✎ Edit Properties

Acceptance Status

Archived versions

POL-0002 - Flexible Working Policy

Last modified on 1 December 2023 by [Hannah Door](#)

Created on 4 June 2021 by [Veronica Kim](#)

Tags: [policy](#), [policy manager](#), [user guide](#), [renew](#)