

**From:** Employee Communications

**Sent:** Monday, 3 May 2021 11:58 AM

**To:** Colleagues Returning to Corporate Offices

**Subject:** Message from Rob: Update for colleagues returning to corporate offices



Dear Colleagues Returning to Corporate Offices,

To meet the needs of our large and complex business – which operates, maintains and builds the rail network – and balance the changes that COVID-19 brought to flexible working practices, we will be releasing a new Flexible Work Options Procedure later this week to you via email.

**From 31 May 2021, we will be discontinuing our workforce bubble model and visitors will be allowed back at 700 Collins Street.** In advance of these changes, and effective immediately, capacity limits have been removed from all meeting rooms.

As always, **the latest public health advice will continue to guide our approach** and we are prepared to make any changes, should the situation require.

#### **Flexible Work Options Procedure**

The procedure changes how flexible work options are considered and applied-for at Metro. While Metro is a large organisation with varying needs, we support flexible work options if they work for your role, your team and the organisation. Our new procedure is designed to support these outcomes.

#### **Bubble Roster**

Please see below our final bubble roster, which is for May.

	MON	TUE	WED	THU	FRI
	↓	↓	↓	↓	↓
MAY	3-May	4-May	5-May	6-May	7-May
	Blue	Blue	Red	Red	Red
	10-May	11-May	12-May	13-May	14-May
	Blue	Blue	Red	Red	Blue
	17-May	18-May	19-May	20-May	21-May
	Blue	Blue	Red	Red	Red
	24-May	25-May	26-May	27-May	28-May
	Blue	Blue	Red	Red	Blue
					Last day of bubble model

If you have any questions please speak to your one-up leader or People Business Partner.

Stay safe and be well,

Rob

**Robert Duvel**  
**Acting Executive Director People**

