

Requesting and commencing Flexible Working

Employee submits an application for flexible working which must set out:

- That this is an application for Flexible Working;
- The change they are requesting and the date that the proposed change would take effect from;
- Advise if the person for whom the request to provide care for will be making any payment (other than Social Security/income Support benefit) to the employee for the care received;
- The reason for the application.

Does the employee have 15 months service?

If **yes**, then proceed to the next step.

If **no**, then reject the application on this basis.

Has the employee made a flexible working application in the last 12 months?

If **yes**, then reject the application on this basis.

If **no**, then proceed to the next step.

Within 28 days of the application, the employer must hold a meeting with the employee to discuss the application.

Within 6 weeks of the application, the employer must notify the employee if the application has been **accepted** or **refused**.

If **accepted**, the employer should set out the change/s to the employee's terms and conditions and the date from which the changes will take effect in writing.

If **refused** then 1 (or more) of the 7 reasons must be given together with a clear concise explanation and reasoning. Employer should also explain appeal process (see below).

Flexible Working Appeal Process

Within 14 days (after the day the notice of the decision is given) the employee can lodge an appeal against the employer's decision setting out their grounds of appeal

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graph TD; A[Within 14 days (after the day the notice of the decision is given) the employee can lodge an appeal against the employer's decision setting out their grounds of appeal] --> B[Within 14 days of receiving the appeal notice the employer will meet with the employee (and their representative should they have one) to discuss their appeal (unless during the 14 day period the employer had decided to agree the application and notifies the employee in writing of this decision)]; B --> C[Within 14 days of the appeal meeting taking place the employer will notify the employee of their decision.];
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