

**Form FW (D) Flexible Working Appeal**

**Note to the Civil Servant**

If your application has been refused, you may appeal against your line manager's decision. You can use this form to make your appeal. You should set out the grounds on which you are appealing, and do so within 14 days of receiving written notice that your application for flexible working has been turned down.

**Note to the Manager**

This is a formal appeal made under the legal and contractual right to apply for flexible working. You have 14 days following your receipt of this form in which to arrange a meeting with the officer to discuss their appeal.

Dear

I wish to appeal against your decision to refuse my application for flexible working. I am appealing on the following grounds:

Please continue on a blank sheet if necessary

Name

Date

**NOW RETURN THIS FORM TO YOUR MANAGER AND KEEP A COPY.**