

Form FW (E) Flexible Working Appeal Reply Form

Note to the Senior Manager

You may complete this form when replying to an appeal that an application to work flexibly has not been properly considered.

You must return this form to the officer, giving notice of your decision, within 14 days of the meeting at which you both discussed the appeal. If you decide to turn down the appeal, you must state the grounds for your refusal.

Dear <input style="width: 80%;" type="text"/>	Position: <input style="width: 80%;" type="text"/>
Following our meeting on:	Date <input style="width: 80%;" type="text"/>
<p>I have considered your appeal against the decision to refuse your application to work a flexible working pattern and I accept your appeal against the decision. I am therefore able to accommodate your original request to change your working pattern as follows:</p> <div style="border: 1px solid black; height: 150px; width: 100%; margin: 10px 0;"></div>	
Your new working arrangements will begin from	Date <input style="width: 80%;" type="text"/>

Note to the Civil Servant

Please note that unless otherwise agreed, the change in your working pattern will be a permanent change to your terms and conditions of employment and you have no right in law to revert back to your previous working pattern.

I am sorry but I must reject your appeal for the following ground(s):

The ground(s) apply because:

Please continue on a separate sheet if necessary.

Name

Date

Position in
organisation