

Annex 4

FW(B): Flexible Working Application Acceptance

Note to the Manager

You must write to the employee with your decision within 14 days following the meeting. This form can be completed by the line manager when accepting an application to work flexibly. If you cannot accommodate the requested working pattern you may still wish to explore alternatives to find a working pattern suitable to you both.

Please note that *Annex 5: Flexible Working Application Rejection Form* may be used if the employee's working pattern cannot be changed, and no other suitable alternatives can be found.

Dear

Post/Grade:

Following receipt of your application and our meeting on:

Date:

I have considered your request for a new flexible working pattern.

☐ I am pleased to confirm that I am able to accommodate your application

☐ I am unable to accommodate your original request. However, I am able to offer the alternative pattern which we have discussed and you agreed would be suitable for you.

Your new working pattern will be as follows:

Your new working arrangements will begin from:

Date

Note to the employee

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.

If you have any questions on the information provided on this form please contact me to discuss them as soon as possible.

Name

Date

Position in organisation

Copy To: Office of Human Resources (as appropriate)