

Annex 5

Form FW (C) Flexible Working Application Rejection

Note to the Manager

You must write to the employee within 14 days of the meeting, with your decision. This form can be completed by you when declining an application. Before completing this form you must ensure that full consideration has been given to the application. You must state the business ground(s) as to why you are unable to agree to a new working pattern and the reasons why the ground(s) applies in the circumstances.

Dear

Position/Grade:

Following receipt of your application and our meeting on:

Date:

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

I am sorry but I am unable to accommodate your request for the following business reasons:

These grounds apply because:

You should explain why any other work patterns you may have discussed at the meeting are also inappropriate. Please continue on a blank sheet if necessary

If you are unhappy with the decision you may appeal against it. Details of the appeal procedure can be found in Appendix 19, paragraph 11.

Name

Position in
organisation

Date

The Appeal Process (see Appendix 19)

To the Employee

If your line manager turns down your request for flexible working, you have the right to appeal against the decision. If you wish to appeal, you must write to your line manager, setting out the grounds for your appeal, within 14 days after receiving written notice of the decision.

To the Manager

If you reject the employee's request for flexible working, the employee has the right to appeal against your decision.

If the employee appeals against your decision to refuse a request for flexible working, you must arrange for a more senior manager to meet with the employee to discuss the appeal within 14 days after receiving the appeal letter.

After that meeting has been held, the senior manager must write to the employee within 14 days to notify him/her of the outcome of the appeal.

NOW RETURN THIS FORM TO THE EMPLOYEE

Copy to: Office of Human Resources (as appropriate)