

Flexible Working Application – Process - Flow Chart

All forms are available from your Employing Authority

*Manager should consider whether the request can be accommodated in line with business needs. The situation may be discussed with the line managers own HR Department or an HR Adviser within the Office of Human Resources.

**The employee is entitled to bring a work colleague to the meeting. If the companion is unable to attend the meeting on the specified date then the employee can request the meeting to be rescheduled to a time within 7 days of the original meeting date.

Flexible Working Application – Appeals Process - Flow Chart

Where an employee is dissatisfied with their line manager's decision to refuse their request for flexible working, they have a right to appeal, which will be heard by a higher authority than that which took the initial decision

