

Flexible Working Application Form
Notification of Decision

FLEXAF/DECISION

Please read accompanying notes before completing this application.

(Please note that shaded areas relate to applications made under the Flexible Working Regulations)

Name of applicant

Office/post held

Department, Faculty or Institute

Decision¹

Following our meeting on (date)

- This application has been agreed (please attach a letter or CHRIS/50 form detailing contractual changes as appropriate) and will take effect from (date)*
- This application has been agreed with amendments (please attach a letter or CHRIS/50 form detailing contractual changes, as appropriate) and will take effect from (date)*
- This request cannot be accommodated for the following business ground(s):* (Indicate using a - g, as detailed below²)
- The grounds apply in the circumstances because:

* tick box as appropriate

Additional Information (if appropriate)³

¹ You should write to your employee giving your decision as soon as reasonably practicable/ within 14 days following the meeting. (Please consult with your HR Business Manager /Adviser on the content of this letter.) This time limit can be extended in certain circumstances by mutual agreement, as detailed in the notes of guidance accompanying this form.

² Under the Flexible Working Regulations, acceptable business reasons for the employer to reject the employee's request for flexible arrangements are if one or more of the following grounds applies: a) the burden of additional costs, b) detrimental effect on ability to meet customer demands, c) inability to reorganise work among existing staff, d) inability to recruit additional staff, e) detrimental impact on quality or performance, f) insufficiency of work during the periods the employee proposes to work, g) planned structural changes.

³ If you cannot accommodate the requested working pattern you may still wish to explore alternatives to find a working pattern suitable to both of you. If this is the case or further discussion is taking place, please give information.

I have given the employee above a copy of this form and advised them that if they have any questions on the information provided on this form they should contact me to discuss them as soon as possible.

Signature of Head of Institution or authorised deputy

Appeal Process

To the employee

If your request for flexible working has been turned down, you have the right to appeal against the decision.

Flexible Working Regulations (see Notes of Guidance)

If you wish to appeal you must write to your Head of Institution or authorised deputy (copy to the Human Resources Division) setting out the grounds for your appeal within 14 days after receiving written notice of his/her decision.

Your Head of Institution (ie, normally a different, more senior member of staff than the person who originally rejected the application) will then arrange a meeting with you to discuss the appeal within 14 days (unless an extension to this time limit has been agreed) after receiving the appeal letter. After this meeting he/she will write to you within 14 days to notify you of the outcome of the appeal.

Other Applications

If you are dissatisfied with the decision made in respect of your application to work flexibly, you could make a complaint in writing under the appropriate grievance procedure.

**Send completed form if application agreed to
Contract Amendments Team, The Old Schools**

**Send completed form if application declined to
your HR Business Manager/Adviser, Human Resources Division**