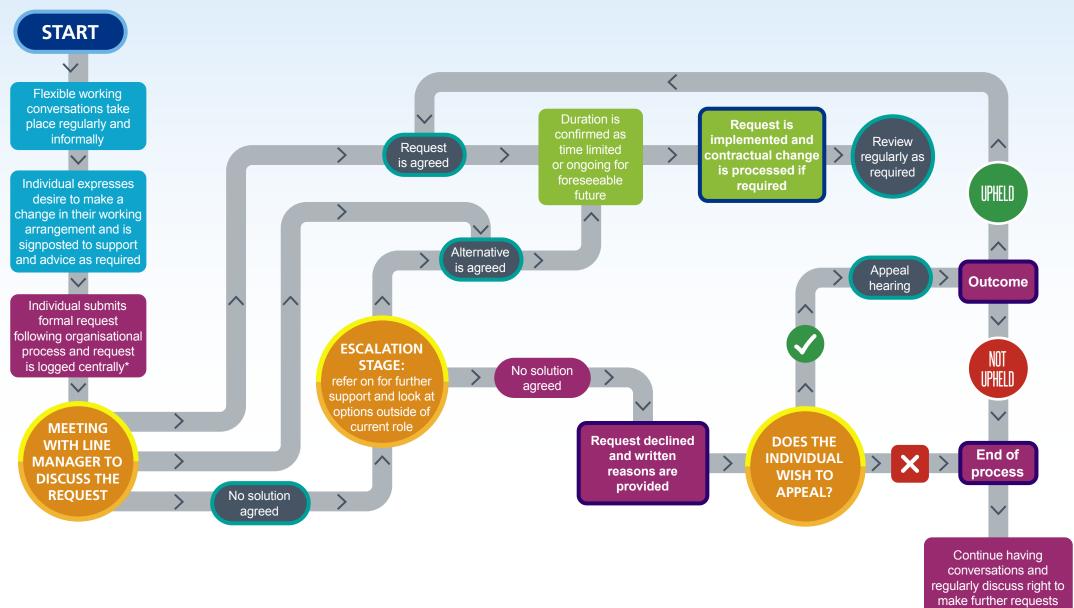
Guide to making flexible working requests

THE NHS STAFF COUNCIL

WORKING IN PARTNERSHIP

This flowchart has been designed to support both line managers and staff in the NHS understand the steps involved in making a request for a flexible working arrangement. It takes into account changes to the NHS Terms and Conditions Handbook that come into effect on 13 September 2021.

The flowchart should be used alongside your organisation's flexible working policy which will contain the detailed information you need to make a request.



^{*}Statutory requirement for 3 month timescale from formal request to end of process unless extension is agreed.