

## Flowchart for Flexible Working application process

**Employee submits an online Flexible Working application form which will be submitted electronically to their line manager. (The online application can be found on OneHR)**

*Prior to and at the point of the application consideration must be given to the points detailed within appendices 1-10.*



Manager will receive an email to advise that a Flexible Working application has been submitted for their review and action. Upon receiving the application, the line manager should aim to **meet the employee within 14 days** (and no later than 28 days) to discuss the application.

***All template letters available on oneHR.***



In reaching a decision, **managers must confirm their decision in writing to the employee** within 14 days of the meeting taking place and **update the online system with the decision.**

***All template letters available on oneHR.***



**If request is approved**, the letter must include:

- A description of the new working pattern
- The date from which the new working pattern will commence
- Details of any agreed trial period
- If the request is temporary, the date of which the agreed working pattern will finish or be reviewed
- If the request has an impact on pay or contractual changes, the manager must complete an Assignment Changes Form

**If request is rejected**, the letter must include:

- The business grounds for refusing the request
- Details of the right to appeal