

Flexible working request flowchart

About this resource

This flowchart demonstrates the process to make a <u>statutory application</u> for a flexible working arrangement. You may wish to amend as appropriate and include this as part of your school/trust's Flexible Working Policy.

This process must be completed within two months of a request being made. It is good practice to reach a decision as quickly as possible, although the time limit may be extended if agreed by employer and employee.

Flexible Working Request Flowchart

Authorisation given without further discussion



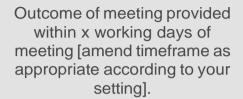
Employee submits formal flexible working application. Decision must be reached within 2 months unless extension agreed by both parties.



Line manager/appropriate senior leader acknowledges receipt and arranges a meeting within x working days [amend timeframe as appropriate according to your setting. Employee has a right to be accompanied by a trade union representative or workplace colleague.



May be subject to a trial period. Changes confirmed in writing.





Meeting held between line manager/appropriate senior leader and employee to discuss request.





Approved. May be subject to a trial period. Changes confirmed in writing.

Partially approved or declined in entirety.



Appeal can be submitted within x working days of receipt of outcome [amend timeframe as appropriate according to your setting].



Outcome confirmed in writing within x working days [amend timeframe as appropriate].



Meeting held within x working days of receipt of appeal [amend timeframe as appropriate according to your setting].





Contact us

If you have a query regarding the flexible working toolkit please contact <u>DfE's flexible working team</u>. If you have suggestions on resources we could develop as part of our toolkit, please <u>contact Capita</u>.

