Flexible Working Request Process

Employee submits flexible working request.

Can employee accept the request without a meeting?

Yes

No

DECISION PERIOD

. Submission of request triggers three-month decision period

. Period can be extended by agreement

. Employer must notify employee of decision by the end of the decision period

REQUEST ACCEPTED employee's contract varied

Employer invites employee to a meeting. Is the request accepted?

Yes

NO, but the parties agree to:

. further discussions

. a trial period

Is the request then accepted?

NO, the request is rejected

Employer should give employee:

. reason for rejection

. right of appeal

Does the employee appeal?

Yes

No

Yes

No

End of decision period

Employer invites employee to appeal meeting. Is the appeal allowed?

REQUEST REJECTED

Procedure finished

Yes

No