

Flexible Working Arrangements Flowchart

- Time limits can be extended by agreement should be in writing.
- Applications can be considered withdrawn under certain circumstances.

Employee submits an application for flexible working arrangements using the prescribed application form fully completing all sections (available from: <http://www.nottingham.ac.uk/hr/guidesandsupport/worklifebalance/flexibleworking/index.aspx>)

Only 1 application in a 12 month period regardless of reason for application.



Manager must meet with employee within 28 days of receiving the application.

It is possible to discuss alternative working patterns/arrangements in meeting or a trial period.

Employee may be accompanied by work colleague or Trade Union representative.



14 days post meeting manager should either:

A) Inform HR new arrangements who confirm in writing any permanent changes to contract and revise the targets within the activity review to reflect changes-trial periods can be suggested or compromise solutions in this.

Or

B) Write to the employee with a copy to HR to provide clear business grounds why application refused additionally the manager should try to meet with employee to discuss reasons for refusal.



Appeal in the case of a refusal employee has 14 days to setting out grounds.



An appeal meeting should be arranged within 14 days of receipt of appeal letter.



Employee should be informed in writing of the outcome of the appeal within 14 days of the appeal meeting.