

MAKING A REQUEST FOR FLEXIBLE WORKING (STATUTORY RIGHT) PROCESS

Employee completes, and sends to line manager, appropriate Parents or Carers application form, confirming:

- that s/he meets the qualifying conditions to exercise the statutory right;
- details of the request, i.e. the variation (temporary/permanent) to his/her terms and conditions being sought;
- that s/he has considered the potential benefits of/difficulties in accommodating the variation; and offers suggestions on how any identified difficulties might be managed.

Manager arranges to meet employee **within 28 days** of receipt of completed application form.

Manager meets with employee (who has right to be accompanied) to explore the desired work pattern in depth, and to discuss/consider alternative flexible working patterns, as appropriate, in order to find a solution that best meets the needs of both parties.

Within **14 days** of the meeting, manager confirms outcome to employee in writing.

Manager agrees variation

Employee starts new flexible working arrangement, confirmed in writing by variation to contract.

Manager rejects variation, providing clear business grounds for the decision, in accordance with the 9 statutory reasons for rejection

Employee unsatisfied - confirms decision to appeal (in writing **within 14 days**) to Director

Employee accepts decision – may put in further request in 12 months.

Director hears appeal hearing **within 14 days of notice of appeal**

Director overturns decision and agrees solution with employee. Confirms **within 14 days** of hearing

Director upholds decision. Confirms within 14 days of hearing

Employee unsatisfied, takes a claim to Employment Tribunal

Employment Tribunal award costs and ask for request to be reconsidered

Employment Tribunal uphold decision

CCC/Director reconsider decision

No further right of appeal

Decision overturned – solution agreed with employee

Decision Confirmed