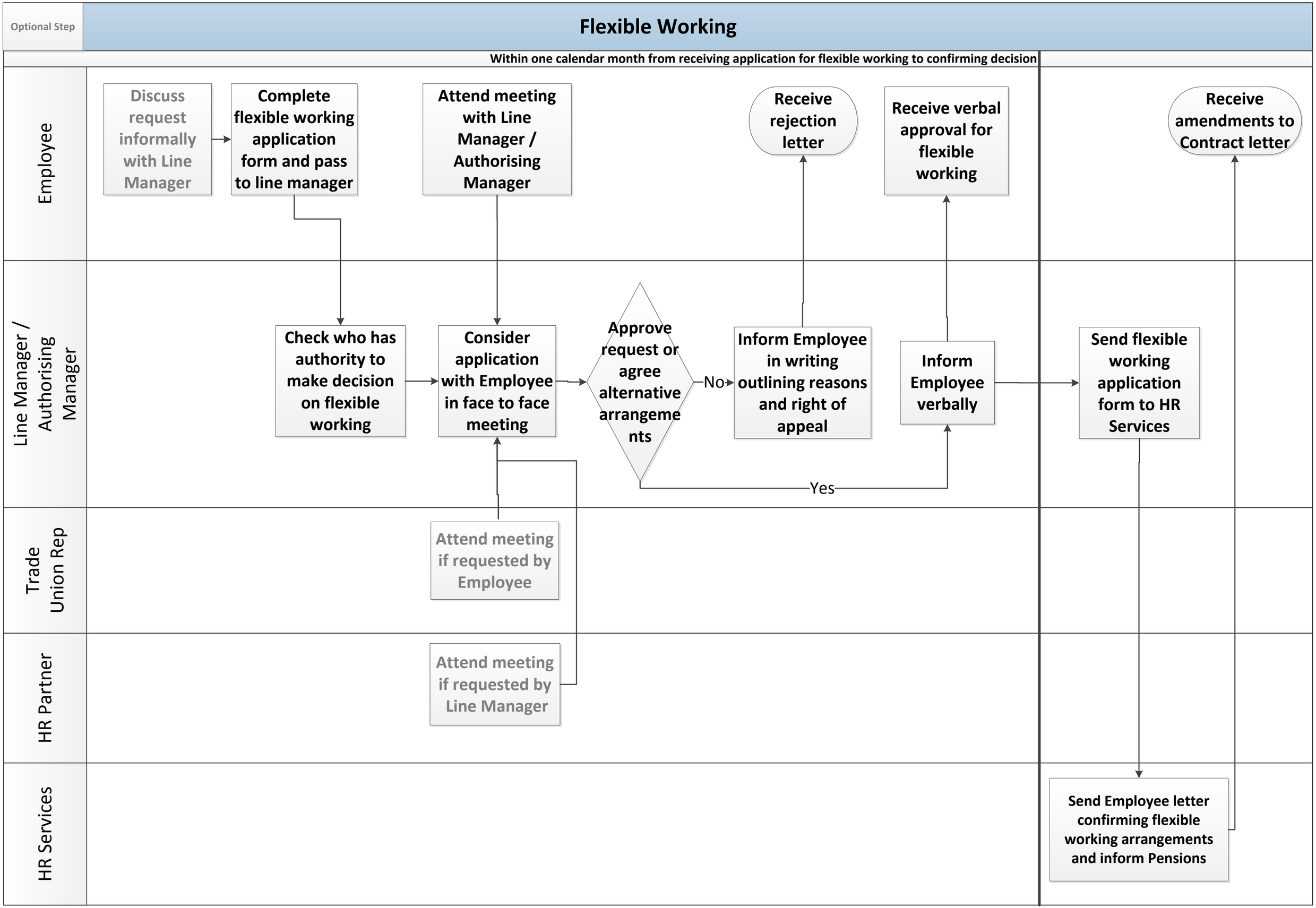
Optional Step
Flexible Working
Within one calendar month from receiving application for flexible working to confirming decision
Employee
Line Manager / Authorising Manager
Trade Union Rep
HR Partner
HR Services
Discuss request informally with Line Manager
Complete flexible working application form and pass to line manager
Attend meeting with Line Manager / Authorising Manager
Receive rejection letter
Receive verbal approval for flexible working
Receive amendments to Contract letter
Check who has authority to make decision on flexible working
Consider application with Employee in face to face meeting
Approve request or agree alternative arrangements
No
Yes
Inform Employee in writing outlining reasons and right of appeal
Inform Employee verbally
Send flexible working application form to HR Services
Attend meeting if requested by Employee
Attend meeting if requested by Line Manager
Send Employee letter confirming flexible working arrangements and inform Pensions