

Flexible Working FAQs

1. Am I entitled to flexible working?

All employees are entitled to apply for flexible working from their first day of employment onwards. However, this does not guarantee the request will be approved.

Employees are able to make one flexible working request in a 12-month period.

2. How do I apply for flexible working?

Employees must submit their flexible working request to their line manager using the form in Appendix 1 of the [Flexible Working Policy](#).

3. When will I receive a response to my flexible working request?

Your line manager will organise a meeting with you within 28 days of receiving your request. At the meeting, the proposed working arrangement will be discussed and your manager will inform you of their decision within 10 working days of the meeting.

4. What can I do if I am unhappy with the outcome of my flexible working request?

You have the right to appeal the decision. Your appeal will need to be submitted in writing to your line manager within 10 working days of receiving the outcome letter. An appeal meeting will take place within 10 working days of receiving the written appeal, and the decision at this meeting will be final.

5. Which policy can I refer to for my information on Flexible Working?

For further information on Flexible Working, please refer to the [Flexible Working Policy](#).

If your query is not covered by the policy, please contact the [HR Team](#).