

Flexible Working Request Process

Flexible working request form completed by individual and sent to Line Manager
Requirement to respond to request within 2 months

Request accepted without changes

Formal Consultation meeting required

If contractual change to FTE, School / Function to submit SRF for the change attaching the FW form to the SRF

If no change to FTE, School / Function to email FW form to HR Services to be processed

Line Manager to contact HRA and send letter to Invite individual to a meeting, giving right to be accompanied

Line Manager to consider request and review decision with their Manager / HoS / HoF if necessary prior to meeting

HR Services send letter to individual, make changes and upload docs to Trent on receipt of SRF & FW Form

Formal consultation meeting with Line Manager, HRA & Individual. Notes of the meeting to be taken

Line Manager to ensure notes of formal consultation meeting are captured in FW Form

FW approved as originally requested

FW approved as an amendment or variation to request

FW request cannot be approved

If contractual change to FTE, School/ Function to submit SRF for the change. HRA sends letter to individual detailing the agreement and upload docs to Trent. HRA sends form to HR Services to make changes to Trent

HRA sends reject letter with legal reason for rejection and right to appeal and upload documents to Trent

