**FLEXIBLE WORKING APPEAL FORM (including outcome)**

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| Every employee has a statutory right to request flexible working. This right applies from the first day of employment. Employers must agree to a flexible working request unless there is a genuine business reason not to. A decision to reject a request must be for one or more of the business reasons provided in the policy under the Employment Rights Act 1996.  This form should be completed in order to formally appeal against a decision to refuse a part-time or flexible working request. |

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| Name |  |
| Collar Number |  |
| Post Title |  |
| Department |  |
| Line Manager Name/Collar |  |

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| **I wish to appeal against the decision to refuse my request for flexible working on the following grounds:**  Click or tap here to enter text. |

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| **Individual Signature:**  TYPE HERE | **Collar Number:**  TYPE HERE | **Date:**  TYPE HERE |

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| **FINAL DECISION AND OUTCOME OF APPEAL** |

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| **APPEALS MANAGER COMMENTS**  This is an opportunity to add any further information to the comments above, and to confirm that you have discussed the contents of this request with the individual, and any other observations you may wish to note. | | |
| **Appeal Outcome?** Choose an item. | | |
| **Rationale:**  Click or tap here to enter text. | | |
| **If appeal upheld, flexible working start date:** Click or tap to enter a date. | | |
| **Date applicant advised of Appeal Outcome in writing:** Click or tap to enter a date. | | |
| **Signature:**  TYPE HERE | **Collar Number:**  TYPE HERE | **Date:**  TYPE HERE |

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| **NOTE FOR APPEALS MANAGER:**  **The appeal process must be concluded no later than two months from the date the individual submitted their request, unless an alternative date has been otherwise agreed.**  **IF APPEAL UPHELD: please complete Appeal Outcome Form and send to .HR Ops – Dorset Admin and the individual’s Line Manager.**  **IF APPEAL REFUSED: Please complete the Appeal Outcome Form, and Flexible Working Rejection letter, and send to individual, Line Manager and .HR Ops Dorset - Admin** |