

Flowchart of right to request flexible working process - How the process works and the time limits with which you must comply

Employer receives an application for flexible working

> within 28 days

Employer and employee meet to discuss the application

> within 14 days

The employer writes notifying the employee of his decision

request is ACCEPTED

appeal is

ACCEPTED

Both the employee and the employer will need to consider what arrangements they need to make for when the working pattern is changed

request is REJECTED

The employee needs to decide if they wish to appeal against the employer's decision. If so, they must appeal in writing, setting out the grounds for their appeal

> within 14 days

Employer receives the employee's written appeal

> within 14 days

Employer and employee meet to discuss the appeal

> within 14 days

The employer writes notifying the employee of his decision

> request is REJECTED

In specific circumstances, the employee can take their case to employment tribunal or binding arbitration

employer will need to consider what arrangements they need to make for when the working pattern is changed

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