



Flexible Working Application - Decision Manager Consideration

Date of receipt:

On receipt of a Flexible Working application, the Decision Manager should ensure that they have read the procedures in full and spoken with HR regarding any questions. Following which the Decision Manager will then arrange a meeting with the employee to discuss the application and where necessary to gather more information.

Summary of meeting with employee

Following the meeting the Decision Manager should reach a decision on the application. In reaching a decision they should:

- discuss the implications of their proposed decision with the manager who schedules the work, if it is not them;
- discuss the proposed decision with Human resources before the decision is communicated.

The decision must be communicated in writing.

Flexible Working Decision – set out the reasons for the decision

If the manager chooses to reject the application the reasons for the decision should be noted in the decision box below. The decision must be based on one or more of the following statutory reasons:

- the burden of additional costs
- an inability to reorganise work amongst existing staff
- an inability to recruit additional staff
- a detrimental impact on quality
- detrimental impact on performance
- detrimental effect on ability to meet customer demand
- insufficient work during the periods the employee proposes to work
- a planned structural change to the business.

Effective date (if applicable):	
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Manager Signature:	
Name:	
Date:	