

FLEXIBLE WORKING APPEAL REPLY FORM

TO

Name..... Payroll number.....

Faculty/Directorate..... NI number.....

Job Title

Date joined University.....

FROM:

Dear

Following our meeting on I have considered your appeal against the decision to refuse your application to work a flexible working pattern.

I accept your appeal against the decision. I am therefore able to accommodate your original request to change your working pattern as follows:

Your new working arrangements will begin from:

Please note that the change in your working pattern will be a permanent change in your terms and conditions of employment and you have no right in law to revert back to your previous working pattern.

I am sorry but I must reject your appeal for the following ground():

The ground(s) apply because:

Your new working arrangements will begin from: Date

Please note that the change in your working pattern will be a permanent change to your terms and conditions of employment and you have no right in law to revert back to your previous working pattern.

If you have any questions on the information provided on this form please contact me to discuss them as soon as possible.

Signature of Manager

Date.....

cc People Directorate

DATA PROTECTION ACT: The information which you give will be used only for the purpose for which it was collected. It will not be disclosed to any third party, except within the terms of the Act. It will be kept securely, and will be kept no longer than necessary