



Step	Route	Process
1	All	<ul style="list-style-type: none">Employee has informal conversation with line manager
2	Short-term	<ul style="list-style-type: none">Short-term process followed when arrangement lasts 3 months or less
2a	Short-term approved	<ul style="list-style-type: none">Final outcome is provided by line manager in writing (e.g. email)Line manager raises 'change to working hours' request via UniCore, where applicable (change to work pattern, hours, or location)A second change request should be completed detailing the date in which any temporary arrangements will revert back to the original patternOutcome including any emails or notes should be submitted to the HR Employment Services Team for reporting purposes
2b	Short-term rejected	<ul style="list-style-type: none">Request cannot be accommodated after full considerationFinal outcome is provided by line manager in writing (e.g. email)Employees can opt to proceed with a formal statutory request at any time during the processOutcome, including any emails or notes should be submitted to the HR Employment Services Team for reporting purposes
3	Formal, statutory	<ul style="list-style-type: none">Process followed when arrangement lasts over 3 months, or informal conversations have not reached an outcome locally
3a	Formal, statutory	<ul style="list-style-type: none">Employee makes request via application form and provides a completed copy to the HR Employment Services TeamHR Employment Services Team will send the application form to the line manager/designated individual and assign journey with prompts on the formal flexible working processLine manager holds consultation meeting within 10 working days of receiving requestManager must discuss with Head of School/Department/Associate Director or other designated individualThe University has a responsibility to provide a response to a formal request within a timescale of 2 months from receipt of the request to notification of any appeal decision
3b	Formal, statutory approved	<ul style="list-style-type: none">Line manager informs employee of outcome usually within 10 working days of consultation meeting (including any conditions such as trial periods)Line manager raises 'change to working hours' request in UniCoreLine manager submits outcome, including application form, any letters or notes to the HR Employment Services Team for reporting purposes
3c	Formal, statutory rejected	<ul style="list-style-type: none">Line manager must consult relevant HR Business Partner before rejecting any requestsLine manager must meet employee to discuss reasoning for the rejection and provides written confirmation within 10 working days of consultation meeting

		<ul style="list-style-type: none"> Line manager submits outcome, including application form, any letters or notes to the HR Employment Services Team for reporting purposes
4	Appeal process	<ul style="list-style-type: none"> Employee appeals decision within 5 working days of receiving notice of rejection. Appeal put in writing to Head of School/Department/Associate Director or other designated individual, with a copy sent to HR Employment Relations. Appeal meeting arranged within 10 working days of receiving appeal notice Manager who heard appeal will inform employee of final outcome within 5 working days of the meeting