**Flexible Work Managers Response**

All employers who receive a request must provide a written response within 21 days, which outlines whether the request is approved or refused. Employers can only refuse a request on reasonable business grounds, and must elaborate on these reasons in the written response. The template (below) can support employers to engage in conversation with their employees.



| **Details** |  |
| --- | --- |
| **Full name:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. |
| **Job Position:** | Click or tap here to enter text. |
| **Team:** | Click or tap here to enter text. |
| **As discussed with you I have considered your request for a flexible working arrangement**  | **Insert below the date of discussion**Click or tap to enter a date. |

| **Current Work Arrangement** |  |
| --- | --- |
| **Current Place of Work:** | Click or tap here to enter text. |
| **Current Days Worked:** | Click or tap here to enter text. |
| **Current Hours Worked:** | Click or tap here to enter text. |

| **Possible outcomes** |  |
| --- | --- |
| 1. As discussed with you, I can confirm that I have **approved** your request: | Insert the details of the outcome |
| 2. As discussed with you, I am **unable to accommodate** your original request: | **However, I am able to offer you the following arrangement which we have discussed and you stated would be suitable:**Click or tap here to enter text.**Your new arrangement will start:**Click or tap to enter a date. |
| 3. I am **declining** your request for the following reasons as discussed with you. We will review this agreement on a quarterly basis.  | **Our next review date will be**Click or tap to enter a date. |
| **Signed:** | Sign here |
| **Name:** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |