

# 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:

Date:

Job Position:

Team:

As discussed with you I have considered your request for a flexible working arrangement

Insert below the date of discussion

## Current Work Arrangement

Current Place of Work:

Current Days Worked:

Current Hours Worked:

## 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:**

**Your new arrangement will start:**

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**

**Signed:**

Sign here

**Name:**

**Date**